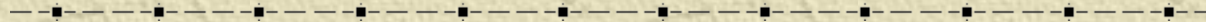


# ARIMS Training



Western Region Cadet  
Command



# Training Outline

---

- ✦ Define ARIMS
- ✦ Why the change from MARKS to ARIMS
- ✦ Discuss how ARIMS different from MARKS
- ✦ Give guidance on how to establish an ARIMS account.
- ✦ Show how to create an ORL.
- ✦ Show how to make a label for ARIMS files.
- ✦ Questions and Answers.



# What is ARIMS?

---

- ✦ ARIMS (Army Records Information Management System) is the Army's newest filing system
- ✦ ARIMS provides the Army with the ability to more easily manage its hard copy and electronic records. Using web based tools and technology; ARIMS provides enhanced capabilities for the identification of important records, storage and indexing of those records, and the tracking and retrieval of those records stored in the Army's Records Holding Area(s). The Army Electronic Archive (AEA) module of ARIMS provides large-scale, secure storage for the Army's important email and other electronic records.

# Why change from MARKS to ARIMS?

---

- ✦ Under the MARKS System of filing, records were large and cumbersome. There was a great deal of confusion when trying to establish new records or even determining when and where an item should be filed.
- ✦ ARIMS streamlines the filing process by empowering the controlling office with the tools needed for success.



# How is ARIMS different from MARKS?

---

✦ A typical MARKS label would look something like this.

25-1c Information Management	(02)
Plans (IMP)	
COFF 31 Dec 02, Trf RHA Jan 05, Ret	
WNRC Jan 96, Dest Jan 2011	


# A New ARIMS Label

---

✦ This is an example of a new ARIMS label.

T: MACOM MODPLAN

(04)



# Wait, that is a lot different...

---

- ✦ As you can tell the new label is much more compact.
- ✦ It also seems like there is quite a bit less information on the new label.
- ✦ You will see that all the old information is still there, but in a new form.



# Parts of the New Label

---

The letter T refers to the file disposition.  
T is for transfer, K is for keep.

T: MACOM MODPLAN (04)

File name

File year



Ok, that makes some sense, but.....

✦ What about my file numbers?

- ✦ File numbers are still used, and can be found on the ARIMS website. You can include file numbers on your files if you feel they are necessary.

25-1c1

T: MACOM MODPLAN

(04)

# I am starting to understand...

---

- ✦ How do I know when to stop and start a file?
  - ◆ All files are based either on calendar year or fiscal year. You can find that information by looking up your file in the ARIMS website.



# How do I get started?

---

- ✦ The first step to ARIMS is to get a copy of AR 25-400-2 dated 18 March 2003.
- ✦ Next you will want to register with the ARIMS website which is <https://www.arims.army.mil>
- ✦ After you register you will be able to build a Office Record List (ORL) for you files.
- ✦ In order to register properly you will need to know your AKO email address.

# Step by Step Registration

Army Records Information Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address <https://www.arims.army.mil> Go Links

## ARIMS

### ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

#### ARMY RECORDS INFORMATION MANAGEMENT SYSTEM DISCLAIMER

**ATTENTION: THIS IS A DEPARTMENT OF DEFENSE COMPUTER SYSTEM**

Before processing classified information, check the accreditation level of the system. Do not process, store, or transmit information classified accredited above the accreditation level of this system.

This computer system, including all related equipment, networks and network devices (includes internet access), are provided only for authorized U.S. Government use. DOD Computer Systems may be monitored for all lawful purposes, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security.

Monitoring includes, but is not limited to, active attacks by authorized DOD entities to test or verify the security of the system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored.

Use of this DOD Computer System, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or other adverse action. Use of this system constitutes consent to monitoring for all lawful purposes

[PROCEED TO ARIMS.ARMY.MIL HOMEPAGE](https://www.arims.army.mil)

[Home](#) | [ARIMS Training](#) | [Hot Topics](#) | [What's New](#) | [Search RRS-A](#) | [Links](#)  
[Records Management and Declassification Agency](#) | [The Adjutant General](#) | [U.S. Army Human Resources Command](#) | [Army Home Page](#)

[Contact Us](#) | [Privacy & Security Notice](#) | [About ARIMS](#) | [DoD Web Policy](#)

Done Internet

✦ This is the first page on the ARIMS Website.

✦ Click here on the ARIMS page to continue.



# Step by Step Registration

✦ To begin the registration process click on this tab

Army Records Information Management System - Microsoft Internet Explorer

Address: <https://www.arims.army.mil/aersmain.asp>

HOME RRS-A || FOIA REQUEST || HELP / DOWNLOADS || RMDA || LOGIN || **REGISTRATION**

ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

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[View ARIMS Training Application](#) [Download latest ARIMS User's Guide](#)  
[View Quick Reference Guide for Deployed Units](#)  
[View ARIMS Account Information \(lost/forgotten usernames and passwords\)](#)

**ARIMS ANNOUNCEMENTS AS OF 04/26/2004**

1. ARIMS will be temporarily offline from 08:00 EST to 12:00 EST on Friday April 30, 2004 for upgrade. Sorry for the inconvenience.
2. New [Online Help Desk](#) links will replace the [Contact Us](#) links on 4 May 04. The new links will provide improved and faster service to include a history of all help desk tickets and an expanded knowledge base offering effective solutions.
3. **Note:** ARIMS must have both your organizational and AKO email addresses. Please access your user profile and ensure all information is current and accurate. To access: Log-in to ARIMS, click on the **SYS. ADMIN.** tab and then on the **USER MAINTENANCE** tab. After completing, click on the Update User Profile button at the bottom of the form.
4. Your 2004 ORLs can now be created (Note that your 2003 ORLs have expired). [Click here for more information](#)

The **Army Records Information Management System (ARIMS)** is provided by the U.S. Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized Army personnel with web-based tools and technology to manage both hard copy and electronic Army records.

Start | Taskbar | Internet | 9:37 AM

# Step by Step Registration

✦ Click the blue link to continue.

New User Introduction - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Print

Address <https://www.arims.army.mil/reg/intro.asp> Go Links

**ARIMS** become a arims user (REGISTRATION)  
**ARMY RECORDS INFORMATION MANAGEMENT SYSTEM**

HOME || RRS-A || FOIA REQUEST || HELP / DOWNLOADS || RMDA || LOGIN || REGISTRATION

**ARIMS REGISTRATION PROCEDURE**

New! [View Registration Training](#)

ATTENTION: THIS IS A DEPARTMENT OF DEFENSE COMPUTER SYSTEM

This is a DoD related computer system. Before processing classified information, check the security accreditation level of the system. Do not process, store, or transmit information classified above the accreditation level of the system. This computer system, including all related equipment, networks, and network devices (includes internet access) are provided only for authorized U.S. government use. DoD computer systems may be monitored for all lawful purposes, including to ensure their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes, but is not limited to, active attacks by authorized DoD entities to test or verify the security of the system. During monitoring, information may be examined, recorded, copied, and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring. Unauthorized use of this DoD computer system may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for all lawful purposes.

[CONTINUE NEW USER REGISTRATION](#)

Home | ARIMS Training | Hot Topics | What's New | Search | RRS-A | Links  
Records Management and Declassification Agency | The Adjutant General | U.S. Army Human Resources Command | Army Home Page

Start | Internet | 9:37 AM



# Step by Step Registration

✦ Enter your UIC code here and click GO to continue.

New User Introduction - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address <https://www.arims.army.mil/reg/unitform.asp> Go Links

## ARIMS become a arims user (REGISTRATION)

### ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME || RRS-A || FOIA REQUEST || HELP / DOWNLOADS || RMDA || LOGIN REGISTRATION

#### ARIMS REGISTRATION PROCEDURE

New User Registration allows users to register for ARIMS. **Notice: Before proceeding with the registration, you must know your Unit Identification Code or Unitname.** Please type your UIC or Unitname in the text box and click go to continue your registration for ARIMS. Dept of Army civilians can locate their UIC in Block 44 of a filled-in SF50.

**Your UIC and unit name appears on your latest SF Form 50 for civilians and your latest assignment/PCS orders for military**

Enter your Search String for Unit Identification Code or Unit Name

Please type UIC or Unitname and Click Go to Submit

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Start | Internet | 9:38 AM

# Step by Step Registration

New User Introduction - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address <https://www.arims.army.mil/reg/registrationsearch.asp?action=unit> Go Links

**become a arims user (REGISTRATION)**  
**ARMY RECORDS INFORMATION MANAGEMENT SYSTEM**

HOME || RRS-A || FOIA REQUEST || HELP / DOWNLOADS || RMDA || LOGIN **REGISTRATION**

**ARIMS REGISTRATION PROCEDURE**

RECORD COUNT 1 MATCHES PAGE 1 OF 1 RESTART REGISTRATION

UNIT	UNIT NAME	CITY	STATE	ZIP CODE	COUNTRY
<input type="checkbox"/> NSW7AA	ROTC REGION 4	FORT LEVINS	WA	98433	United States of America

I DON'T KNOW MY UNIT

Submit Selected Unit

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Start | Inboxes - Microsoft Outlook | New User Introduction... | Document1 - Microsoft W... | Internet | 9:38 AM

Select your unit by marking here.

Then click on "Submit Selected Unit"



# Step by Step Registration

1. Select your Office Symbol from the pull down list.
  2. Select your user level (Action Officer).
  3. Enter your Name.
  4. User type is Government.
  5. Enter your address and phone number.
- Click Submit form to continue.

**ARIMS REGISTRATION PROCEDURE**

REGISTRATION: PROFILE INFORMATION

[CLICK HERE TO INSERT A NEW OFFICE SYMBOL FOR YOUR UNIT](#)

Office Symbol \* ATOW-PA

Please click on the link below to review the user level functions and responsibilities before proceeding with the registration process.

[USER LEVEL FUNCTIONS AND RESPONSIBILITIES](#)

User Class \* Action Officer

First Name \* SEVERO

Middle Name SALAZAR

Last Name \* OLIGO

User Type \* Government

Address \* BLDG 1010 LIGGETT AVE

Alt Address

City \* FORT LEWIS

State \* Washington

Zip \* 98433

Country \* United States of America

Telephone \* 2539679830

Fax 2539677910

(\* Indicates Required Field)

Submit Form Clear Profile Form

# Step by Step Registration

New User Introduction - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Print Copy Paste

Address <https://www.arims.army.mil/reg/registration.asp?search=W3W7AA&uid=20080&sort=1&page=1&order=0&submit=1> Go Links

**ARIMS** become a arims user (REGISTRATION)  
**ARMY RECORDS INFORMATION MANAGEMENT SYSTEM**

HOME || RRS-A || FOIA REQUEST || HELP / DOWNLOADS || RMDA || LOGIN || REGISTRATION

ARIMS REGISTRATION PROCEDURE

REGISTRATION: ACCOUNT INFORMATION

ARIMS Password Criteria	
Must be greater than eight (8) characters.	
Must have at least one (1) special character.	
Cannot contain these special characters: Less than (<); Greater than (>); Asterisk(*), Space( ).	
Must have at least one (1) numeric character.	
Must have at least one (1) capital letter.	

Official Email Address \*

AKO Email Address \*

Username \*

Password \*

Confirm Password \*

If you wish to receive an email notification of your username and password, Click on the View ARIMS Account Information link on ARIMS home page

(\* Indicates Required Field)

Enter your work email address

Enter your AKO email address

Select your username from the pull down

Create a password

Click submit form to continue



# Step by Step Registration

✦ Confirm your information. If it is all correct click the link “Submit Form”

New User Introduction - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address <https://www.arims.army.mil/reg/registration.asp?action=confirmation&search=W3W7AA&uicid=20080&sort=1&page=1&order=0> Go Links

ARIMS REGISTRATION PROCEDURE

**REGISTRATION: ACCOUNT INFORMATION CONFIRMATION**  
(You need to click on the Submit Form button at the bottom of the page to complete your registration)

UIC *	W3W7AA
Unit Address *	
Unitname *	ROTC REGION 4
Office Symbol *	ATOW-PA
User Class *	UNIT
First Name *	SEVERO
Middle Name *	SALAZAR
Last Name *	OLIGO
User Type *	Government
Address *	BLDG 1010 LIGGETT AVE
Alt Address	
City *	FORT LEWIS
State *	WA
Zip *	98433
Country *	United States of America
Email Address *	severo.s.oligo@4rotc.lewis.army.mil
AKO Email Address *	severo.s.oligo@us.army.mil
Telephone *	2539679830
Fax	2539677910
Username *	S.OLIGO

(\* Indicates Required Field)

Submit Form Go Back to Previous Form

Done Internet

# Step by Step Registration

---

- ✦ After you have submitted the forms via the internet you will need to wait for the ARIMS people to email you back your Username and Password. Once that happens you are registered and ready to use ARIMS.



# What is an ORL and how do I make one?

---

- ✦ An ORL is what use to be known as the Master File List. It is a list of all the files that are contained within an office.
- ✦ To build an ORL go to the ARIMS website, after logging in you will be able to go to the RM-Assist Tab and then to Create ORL.
- ✦ After selecting the Create ORL you will be Asked to name your ORL and give it a file year.

# How do I add files to my ORL?

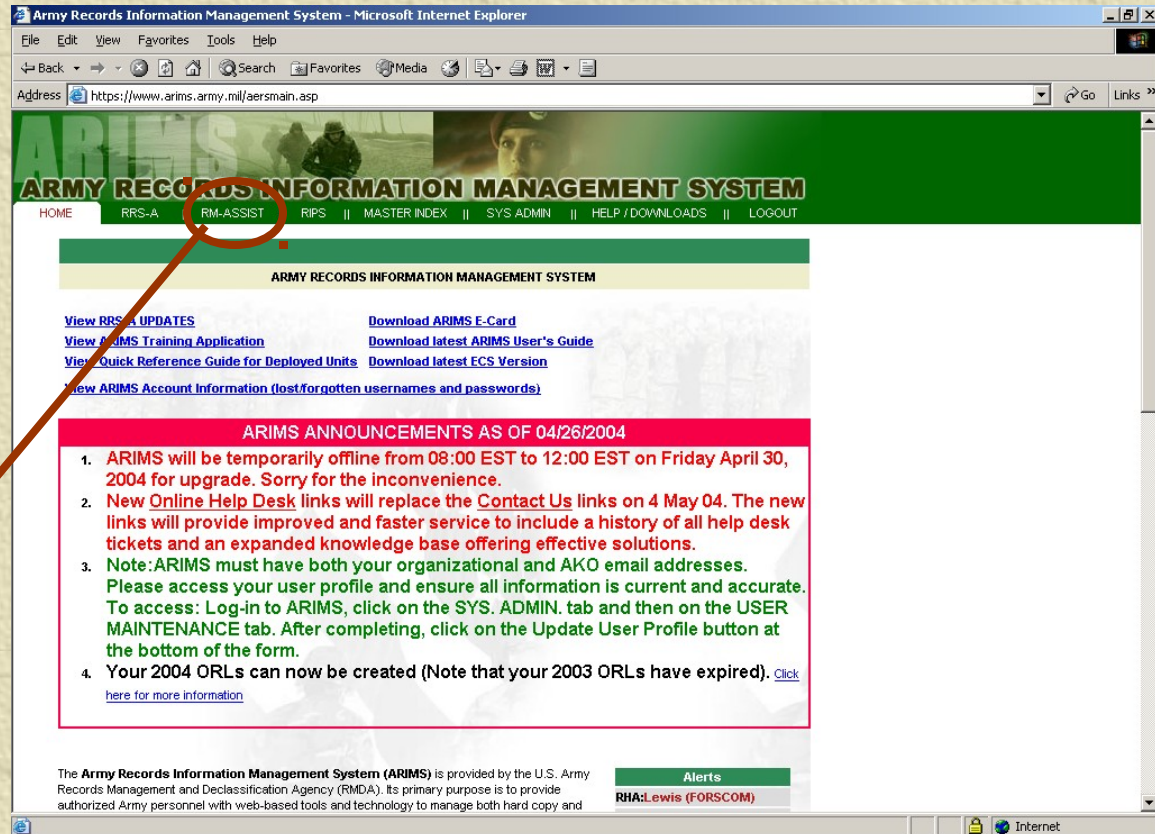
---

- ✦ Once your ORL is created you will be able to use the RM-Assist to add files to it.
- ✦ You can search for files by name or by file number.



# Step by Step to Making an ORL

- ✦ First Log into ARIMS. And go to the home page.
- ✦ Then click the RM Assist tab.



Army Records Information Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.arims.army.mil/aersmain.asp>

## ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME RRS-A **RM-ASSIST** RPS || MASTER INDEX || SYS ADMIN || HELP / DOWNLOADS || LOGOUT

ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

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[View Quick Reference Guide for Deployed Units](#) [Download latest ECS Version](#)  
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Alerts  
RHA:Lewis (FORSCOM)

Internet

# Step by Step to Making an ORL

RM-ASSIST Menu Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address <https://www.arims.army.mil/rma/mintro.asp> Go Links

**records management assistance (RM-ASSIST)**  
**ARMY RECORDS INFORMATION MANAGEMENT SYSTEM**

HOME || RRS-A || **RM-ASSIST** || RIPS || MASTER INDEX || SYS ADMIN || HELP / DOWNLOADS || LOGOUT

**RM-ASSIST SUB-MODULE**

**New!! [View RM-Assist Training](#)**

RM Assist subsystem is comprised of two (2) major components, RRS-A and Office Record List.

- **RRS-A** is the subsystem that is available to both the authorized user of the Army Records Information Management System (ARIMS) and members of the general public. This subsystem will allow all users to search the Army Record Retention Schedules using a query by example (QBE) form.
- **OFFICE RECORD LIST (ORL)** is a subsystem which allows both the authorized user from the unit and the RHA the ability to create Office Record Lists (ORL) for units. The ORL will be tracked at the Office Symbol level. This process is accomplished by linking items from the Army Retention Schedules to the Office Symbol as a basis for the types of records that a unit will generate.

Home | [ARIMS Training](#) | [Hot Topics](#) | [What's New](#) | [Search RRS-A](#) | [Links](#)  
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✦ Your next step is to click on the “Go to Office Record List” button.



# Step by Step to Making an ORL

✦ This screen should list your MACOM, RHA, Unit and Office Symbol.

✦ You will want to click on the "Create ORL" button to continue.

Office Record List (ORL) is a subsystem which allows both the authorized user from the unit and the RHA Records Manager the ability to create Office Record Lists (ORL) for units. The ORL will be tracked at the Office Symbol level. This process is accomplished by linking items from the Army Retention Schedules to the Office Symbol as a basis for the types of records that a unit will generate. If the ORL is created by the Unit user, the RHA Records Manager may approve the ORL before the unit can use the list. Once the unit has created an ORL, a set of barcode labels can be generated for the unit's use. These barcode labels are to be placed on folders/boxes in the unit's filing area for future records collection by records managers.

MACOM: FORSCOM  
RHA: Lewis (FORSCOM)  
UNIT: ROTC REGION 4  
OFFICE SYMBOL: ATOW-RM

(1) To Create an ORL? Select the **Create ORL** button and enter name  
(2) To Update/View an ORL? Select the **ORL Name**

Name	Year	Approved	Date Created	Created By	Active	
Sorry!, There are no ORLs (Office Record Lists) for the Office Symbol you selected.						
Create ORL	Rename ORL	Copy ORL	View ORL	Update ORL	Print ORL	Print Label

\* Please use the **COPY ORL** button, to save an existing ORL as a new one.

# Step by Step to Making an ORL

Office Record List (ORL) SUB-MODULE

Office Record List (ORL) is a subsystem which allows both the authorized user from the unit and the RHA Records Manager the ability to create Office Record Lists (ORL) for units. The ORL will be tracked at the Office Symbol level, This process is accomplished by linking items from the Army Retention Schedules to the Office Symbol as a basis for the types of records that a unit will generate. If the ORL is created by the Unit user, the RHA Records Manager may approve the ORL before the unit can use the list. Once the unit has created an ORL, a set of barcode labels can be generated for the unit's use. These barcode labels are to be placed on folders/boxes in the unit's filing area for future records collection by records managers.

MACOM FORSCOM  
RHA Lewis (FORSCOM)  
UNIT ROTC REGION 4  
OFFICE SYMBOL ATOW-RM

(1) To Create an ORL ? Select the *Create ORL button and enter name*  
(2) To Update/View an ORL ? Select the *ORL Name*

**CREATE NEW ORL**

ORL name Office Files  
ORL Year 2004

CREATE ORL CANCEL/DELETE

[\(VIEW ACTIVE ORLs\)](#)

Name	Year	Approved	Date Created	Created By	Active
Sorry, There are no ORLs (Office Record Lists) for the Office Symbol you selected.					

Create ORL Rename ORL Copy ORL View ORL Update ORL Print ORL Print Label

\* Please use the COPY ORL button, to save an existing ORL as a new one.

Home | ARIMS Training | Hot Topics | What's New | Search RRS-A | Links

✦ Here you will input what you want your ORL to be named.

✦ Then click the "Create ORL" button.



# Step by Step to Making an ORL

✦ This screen shows that your ORL is saved successfully.

✦ To continue, click on your new ORL's name.

Office Record List (ORL) SUB-MODULE

Office Record List (ORL) is a subsystem which allows both the authorized user from the unit and the RHA Records Manager the ability to create Office Record Lists (ORL) for units. The ORL will be tracked at the Office Symbol level; This process is accomplished by linking items from the Army Retention Schedules to the Office Symbol as a basis for the types of records that a unit will generate. If the ORL is created by the Unit user, the RHA Records Manager may approve the ORL before the unit can use the list. Once the unit has created an ORL, a set of barcode labels can be generated for the unit's use. These barcode labels are to be placed on folders/boxes in the unit's filing area for future records collection by records managers.

MACOM FORSCOM  
RHA Lewis (FORSCOM)  
UNIT ROTC REGION 4  
OFFICE SYMBOL ATOM-RM

(1) To Create an ORL ? Select the Create ORL button and enter name  
(2) To Update/View an ORL ? Select the ORL Name

THE ORL WAS SAVED SUCCESSFULLY

[VIEW ACTIVE ORLs]

Year	Approved	Date Created	Created By	Active
2004	Proposed	4/28/2004	EryanMichael Gowrie	Yes

Office Files

Create ORL Rename ORL Copy ORL View ORL Update ORL Print ORL Print Label

\* Please use the COPY ORL button, to save an existing ORL as a new one.

Home | ARIMS Training | Hot Topics | What's New | Search RRS-A | Links  
Records Management and Declassification Agency | The Adjutant General | U.S. Army Human Resources  
Command | Army Home Page

# Step by Step to Making an ORL

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MACOM: FORSCOM  
RHA: Lewis (FORSCOM)  
UNIT: ROTC REGION 4  
OFFICE SYMBOL: ATOW-RM

(1) To Create an ORL ? Select the **Create ORL** button and enter name  
(2) To Update/View an ORL ? Select the **ORL Name**

[\[VIEW ACTIVE ORLs\]](#)

Name	Year	Approved	Date Created	Created By	Active
<a href="#">Office Files &gt;&gt;</a>	2004	Proposed	4/28/2004	BrianMichael Gowrie	Yes

Create ORL | Rename ORL | Copy ORL | View ORL | **Update ORL** | Print ORL | Print Label

\* Please use the COPY ORL button, to save an existing ORL as a new one.

Home | ARIMS Training | Hot Topics | What's New | Search RRS-A | Links  
Records Management and Declassification Agency | The Adjutant General | U.S. Army Human Resources Command | Army Home Page  
Contact Us | Privacy & Security Notice | About ARIMS | DoD Web Policy

✦ Now your new ORL is highlighted and the 7 buttons below it are accessible.

✦ We will now add a file to the ORL.

✦ To Continue click on the "Update ORL" button.



# Step by Step to Making an ORL

✦ Click on the “Add Records to ORL” link.

Office Record List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Print Copy Paste

Address <https://www.arims.army.mil/rma/orintro.asp?action=updateorl> Go Links »

**ARIMS** records management assistance (RM-ASSIST)  
**ARMY RECORDS INFORMATION MANAGEMENT SYSTEM**

HOME || RRS-A RM-ASSIST RIPS || MASTER INDEX || SYS ADMIN || HELP / DOWNLOADS || LOGOUT

OFFICE RECORD LIST (ORL) SUB-MODULE

SORRY THERE ARE NO RECORDS CURRENTLY IN YOUR ORL, PLEASE ADD RECORDS AND THEN RETURN

[RETURN TO RM ASSIST](#) [ADD RECORDS TO ORL](#)

Home | ARIMS Training | Hot Topics | What's New | Search RRS-A | Links  
Records Management and Declassification Agency | The Adjutant General | U.S. Army Human Resources  
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# Step by Step to Making an ORL

RRS-A Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.arims.army.mil/trs/new/trsrch.asp?page=f6&ofid=10698&cbofficesymbol=14461&rfname=Office%20Files&created=4/28/2004%204:17:38PM&by=BryanMichaelGowrie>

**RECORDS RETENTION SCHEDULE UPDATE ORL - ARMY (SEARCH) FOR OFFICE FILES**

[New!! View RRS-A Training](#)

**Update ORL** Records Retention Schedule - Army (RRS-A) allows all users to search the Army Records Retention Schedules and is a component of the Army Records Information Management System (ARIMS). The Records Retention Schedules reflect all National Archives and Records Administration approved retention and disposition information for Army records.

**ORL Name:** Office Files

**Created By:** Bryan Michael Gowrie

**Date Created:** 4/28/2004 4:17:38 PM

**Related Links**

- [RRS-A Advanced Search](#)
- [RRS-A View Updates](#)
- [Disposition Codes](#)

▶ **Search by Keyword**

OR

▶ **Search By Army Regulation or other prescribing directive.** Enter numbers only, do not enter AR, PAM, etc.

▶ **Select Type of Record**

EVENT  NON EVENT  ALL

PERMANENT  NON PERMANENT  ALL

TRANSFER  KEEP  ALL

▶ **Browse by Record Category**

Please Select a record category  Order by  Number  Description

✦ We will put in the old MARKS file number to search for the new ARIMS file number.



# Step by Step to Making an ORL

✦ We enter 600-8-10a (the old MARKS number)

✦ Then click on the “Submit Search” button.

RRS-A Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address <https://www.arims.army.mil/trsnew/trsrch.asp?page=6&ofid=10698&cbofficeid=14461&fname=Office%20Files&created=4/28/2004%204:17:38%20PM&by=Bryan> Go Links

**RECORDS RETENTION SCHEDULE UPDATE ORL - ARMY (SEARCH) FOR OFFICE FILES**

[New! View RRS-A Training](#)

**Update ORL** Records Retention Schedule - Army (RRS-A) allows all users to search the Army Records Retention Schedules and is a component of the Army Records Information Management System (ARIMS). The Records Retention Schedules reflect all National Archives and Records Administration approved retention and disposition information for Army records.

**ORL Name:** Office Files

**Created By:** Bryan Michael Gowrie

**Date Created:** 4/28/2004 4:17:38 PM

**Related Links**

- [RRS-A Advanced Search](#)
- [RRS-A View Updates](#)
- [Disposition Codes](#)

**Search by Keyword**

600-8-10a

OR

**Search By Army Regulation or other prescribing directive.** Enter numbers only, do not enter AR, PAM, etc.

**Select Type of Record**

EVENT  NON EVENT  ALL

PERMANENT  NON PERMANENT  ALL

TRANSFER  KEEP  ALL

**Browse by Record Category**

Please Select a record category  Order by  Number  Description

**Submit Search** Reset Form Insert New Instruction

Done Internet

# Step by Step to Making an ORL

records management assistance (RM-ASSIST)  
ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME || RRS-A || RM-ASSIST || RIPS || MASTER INDEX || SYS ADMIN || HELP / DOWNLOADS || LOGOUT

RRS-A SEARCH FOR ORL SEARCH FOR OFFICE FILES: CREATED BY: BRYAN MICHAEL GOWRIE ON 4/28/2004 4:17:38 PM  
USE THE CHECK BOX TO SELECT ANY RECORD

Search within Results

GO Search > 600-8-10a

1-3 OF 3 MATCHES PAGE 1 OF 1 NEW SEARCH PAGE:  GO

REC. CATEGORY	REC. TITLE	REC. TYPE	DUR	PERM	DISP.	AUTH	PRIV. ACT NO.	REC. HUM.	PRES. DIR	DATE ADDED
<input type="checkbox"/> PERSONNEL ABSENCES	Leave of absence files (Superseded, use RN 600-8-10a)	S		No				630-5a	630-5	
<input type="checkbox"/> Personnel-General	Leave of absence files	K		No	GRS 2, item 6b	A0001bAHRC	600-8-10a	600-8-10	4/28/2004 1:08:34 PM	
<input type="checkbox"/> Personnel-General	Leave of absence files	K		No	GRS 2, item 6b	A0001bTAPC	600-8-10a	600-8-10		

1-3 OF 3 MATCHES PAGE 1 OF 1 NEW SEARCH

RED ROWS - UPDATED INSTRUCTION | GRAY ROWS - UPDATED ORIGINAL INSTRUCTION | SORT DESC. TOP  
GREEN ROWS - INSTRUCTIONS IN CART | BLUE ROWS - INSTRUCTIONS IN ORL

✦ We see that our search results bring back 3 files. The first one is Superseded the second is not selectable and the third is current.

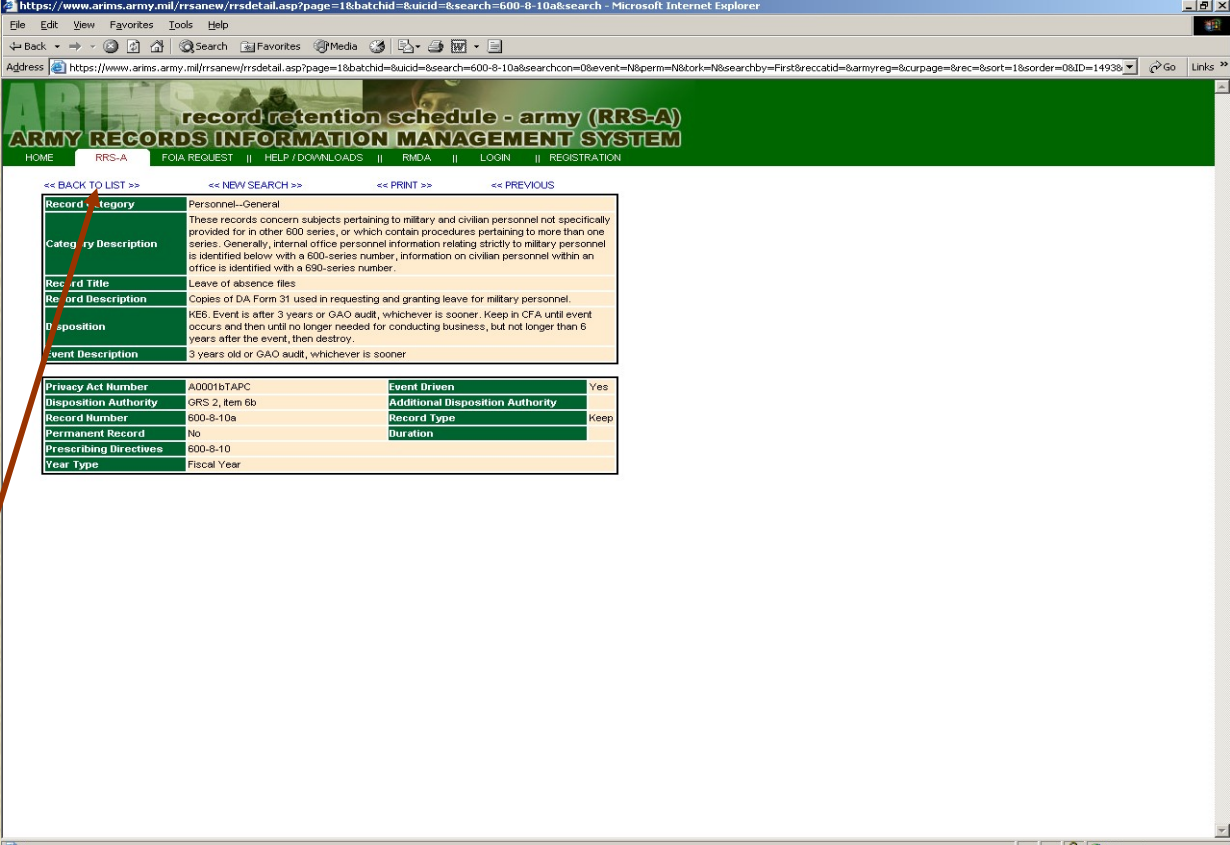
✦ Click on the blue to link to read information on the file.



# Step by Step to Making an ORL

✦ We see that this is the file that we want to add to our ORL.

✦ Click “Back to List” to return to the section screen.



The screenshot shows the ARRS-A web interface. The main heading is "record retention schedule - army (RRS-A) ARMY RECORDS INFORMATION MANAGEMENT SYSTEM". Below the heading are navigation links: HOME, RRS-A, FOIA REQUEST, HELP / DOWNLOADS, RMDA, LOGIN, and REGISTRATION. The current page displays a record retention schedule for "Personnel-General". A red arrow points from the "Back to List" link to the "Back to List" button in the interface.

Record Category	Description
Personnel-General	These records concern subjects pertaining to military and civilian personnel not specifically provided for in other 600 series, or which contain procedures pertaining to more than one series. Generally, internal office personnel information relating strictly to military personnel is identified below with a 600-series number, information on civilian personnel within an office is identified with a 690-series number.
Record Title	Leave of absence files
Record Description	Copies of DA Form 31 used in requesting and granting leave for military personnel.
Disposition	HE6. Event is after 3 years or GAO audit, whichever is sooner. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.
Event Description	3 years old or GAO audit, whichever is sooner

Privacy Act Number	A0001bTAPC	Event Driven	Yes
Disposition Authority	GRS 2, item 6b	Additional Disposition Authority	
Record Number	600-8-10a	Record Type	Keep
Permanent Record	No	Duration	
Prescribing Directives	600-8-10		
Year Type	Fiscal Year		

# Step by Step to Making an ORL

https://www.arims.army.mil/rrsanew/rrsaSearch.asp?page=6&oflid=10698&cbofficesymbol=14461&rfln - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://www.arims.army.mil/rrsanew/rrsaSearch.asp?page=6&oflid=10698&cbofficesymbol=14461&rfln=Office%20Files&created=4/28/2004%204:17:38%20PM&by=€

**ARMY records management assistance (RM-ASSIST)**  
**ARMY RECORDS INFORMATION MANAGEMENT SYSTEM**

HOME || RRS-A || RM-ASSIST || RIPS || MASTER INDEX || SYS ADMIN || HELP / DOWNLOADS || LOGOUT

**RRS-A SEARCH FOR ORL** SEARCH FOR OFFICE FILES: CREATED BY: BRYAN MICHAEL GOWRIE ON 4/28/2004 4:17:38 PM  
USE THE CHECK BOX TO SELECT ANY RECORD

Search within Results Add to ORL Cart Checkout Cart Return to RM-Assist View ORL Data

Search > 600 Add Instructions to your Shopping Cart

1-3 OF 3 MATCHES PAGE 1 OF 1 NEW SEARCH PAGE: Go

REC. CATEGORY	REC. TITLE	REC. TYPE	DUR	PERM	DISP. AUTH	PRIV. ACT NO.	REC. NUM.	PRES. DIR	DATE ADDED
<input type="checkbox"/> PERSONNEL ABSENCES	Leave of absence files (Superseded use RN 600-8-10a)	S		No			630-630-5		
<input type="checkbox"/> Personnel-General	Leave of absence files	K		No	GRS 2, item 6b	A0001bAHRC	600-8-10a	600-8-10	4/28/2004 1:29:34 PM
<input checked="" type="checkbox"/> Personnel-General	Leave of absence files	K		No	GRS 2, item 6b	A0001bTAPC	600-8-10a	600-8-10	

1-3 OF 3 MATCHES PAGE 1 OF 1 NEW SEARCH

RED ROWS - UPDATED INSTRUCTION | GRAY ROWS - UPDATED ORIGINAL INSTRUCTION | SORT DESC. TOP  
GREEN ROWS - INSTRUCTIONS IN CART | BLUE ROWS - INSTRUCTIONS IN ORL

✦ Place a check mark in the box to select the file to be added to the ORL.

✦ Click the "Add to ORL Cart" button to continue.



# Step by Step to Making an ORL

✦ Place check marks on the files that you have added to your ORL.

✦ Click “Add to ORL” to continue.

https://www.arims.army.mil/rrsanew/orlcheckout.asp?batchid=&uicid=&search=600-8-10a&searchcon=0 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://www.arims.army.mil/rrsanew/orlcheckout.asp?batchid=&uicid=&search=600-8-10a&searchcon=0&event=N&perm=N&stork=N&searchby=First&reccatid=&armyreg=8

**ARIMS** records management assistance (RM-ASSIST)  
**ARMY RECORDS INFORMATION MANAGEMENT SYSTEM**

HOME || RRS-A RM-ASSIST RIPS || MASTER INDEX || SYS ADMIN || HELP / DOWNLOADS || LOGOUT

**ORL CHECKOUT CART** CHECKOUT CART OFFICE FILES: CREATED BY BRYAN MICHAEL GOWRIE ON 4/28/2004 4:17:38 PM  
USE THE CHECK BOX TO SELECT ANY RECORD

[Add to ORL](#) [Delete from ORL Cart](#) [View ORL List](#) [Back to Search List](#) [Return to RM-Assist](#)

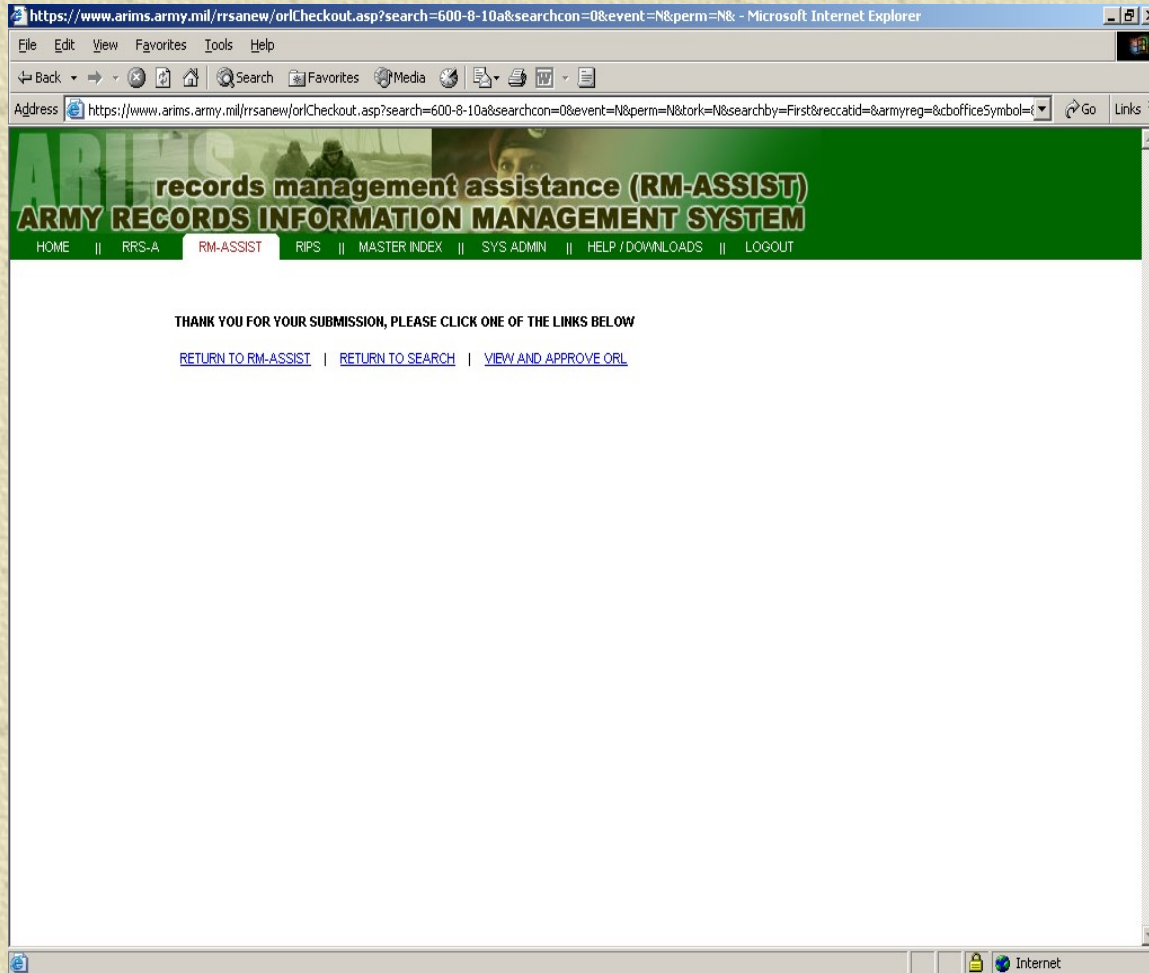
1-1 OF 1 MATCHES [Click here to Add Records to your selected ORL](#) PAGE 1 OF 1 [NEW SEARCH](#)

<input checked="" type="checkbox"/>	REC. CATEGORY	REC. TITLE	T/K	PERM	DISP.	AUTH	PRIV.	ACT NO.	REC. NUM.	PRES DIR.
<input checked="" type="checkbox"/>	Personnel-General	Leave of absence files	K	No	GRS 2, item 6b		A0001bTAPC		600-8-10a	600-8-10

[SORT DESC.](#) [TOP](#)

Internet

# Step by Step to Making an ORL



✦ That is it.  
Your files  
are added to  
your ORL.

✦ You can add  
multiple  
files to your  
ORL before  
checking out  
the cart.  
And  
completing  
the process.



# Who approves my ORL?

---

- ✦ Your ORL is approved by the Records Manager.
- ✦ Your ORL is sent to them via the internet and they will scrub it and either approve or disapprove each file.

# How do I print my labels?

---

- ✦ Highlight the ORL name and then click on the Print Label box. Type the number of labels needed for each type of record number in the white box. Click on the Print Labels red box near the top of the page. Be sure you have Avery labels #5161 or equivalent loaded in your printer before you start the print.



# Step by Step Guide to Printing Labels

✦ Log into ARIMS and go to the RM-Assist section.

✦ Highlight your ORL that you want to print labels from by clicking the name of your ORL.

Office Record List - Microsoft Internet Explorer

Address: <https://www.arims.army.mil/rma/orlIntro.asp?action=reloadofficesymbol>

**records management assistance (RM-ASSIST)**  
**ARMY RECORDS INFORMATION MANAGEMENT SYSTEM**

HOME || RRS-A || **RM-ASSIST** || RPS || MASTER INDEX || SYS ADMIN || HELP / DOWNLOADS || LOGOUT

**OFFICE RECORD LIST (ORL) SUB-MODULE**

Office Record List (ORL) is a subsystem which allows both the authorized user from the unit and the RHA Records Manager the ability to create Office Record Lists (ORL) for units. The ORL will be tracked at the Office Symbol level. This process is accomplished by linking items from the Army Retention Schedules to the Office Symbol as a basis for the types of records that a unit will generate. If the ORL is created by the Unit user, the RHA Records Manager may approve the ORL before the unit can use the list. Once the unit has created an ORL, a set of barcode labels can be generated for the unit's use. These barcode labels are to be placed on folders/boxes in the unit's filing area for future records collection by records managers.

**MACOM** FORSCOM  
**RHA** Lewis (FORSCOM)  
**UNIT** ROTC REGION 4  
**OFFICE SYMBOL** ATOW-RM

(1) To Create an ORL ? Select the **Create ORL** button and enter name  
(2) To Update/View an ORL ? Select the **ORL Name**

[\[VIEW ACTIVE ORLs\]](#)

Name	Year	Approved	Date Created	Created By	Active
<a href="#">Office Files</a>	2004	Proposed	4/28/2004	BryanMichael Gowrie	Yes

Create ORL   Rename ORL   Copy ORL   View ORL   Update ORL   Print ORL   Print Label

**\* Please use the COPY ORL button, to save an existing ORL as a new one.**

Done Internet

# Step by Step Guide to Printing Labels

Office Record List (ORL) is a subsystem which allows both the authorized user from the unit and the RHA Records Manager the ability to create Office Record Lists (ORL) for units. The ORL will be tracked at the Office Symbol level, This process is accomplished by linking items from the Army Retention Schedules to the Office Symbol as a basis for the types of records that a unit will generate. If the ORL is created by the Unit user, the RHA Records Manager may approve the ORL before the unit can use the list. Once the unit has created an ORL, a set of barcode labels can be generated for the unit's use. These barcode labels are to be placed on folders/boxes in the unit's filing area for future records collection by records managers.

**MACOM** FORSCOM  
**RHA** Lewis (FORSCOM)  
**UNIT** ROTC REGION 4  
**OFFICE SYMBOL** ATOV-RM

(1) To Create an ORL ? Select the *Create ORL* button and enter name  
(2) To Update/View an ORL ? Select the *ORL Name*

[\[VIEW ACTIVE ORLs\]](#)

Name	Year	Approved	Date Created	Created By	Active
<a href="#">Office Files &gt;&gt;</a>	2004	Proposed	4/28/2004	BryanMichael Gowrie	Yes

Create ORL   Rename ORL   Copy ORL   View ORL   Update ORL   Print ORL   Print Label

\* Please use the COPY ORL button, to save an existing ORL as a new one.

✦ Click on the “Print Label” button to continue.



# Step by Step Guide to Printing Labels

✦ Put in the box the number of the labels that you need for that file.

✦ Click “Print Labels” to continue.

https://www.arims.army.mil/rrsanew/barcodeView.asp?barcode=true&cbofficeSymbol=14461&oflid=1069 - Microsoft Internet Explorer

Address https://www.arims.army.mil/rrsanew/barcodeView.asp?barcode=true&cbofficeSymbol=14461&oflid=10698&fname=Office%20Files&created=4/28/2004%204:17:38%20PM

**ARMS** records management assistance (RM-ASSIST)  
**ARMY RECORDS INFORMATION MANAGEMENT SYSTEM**

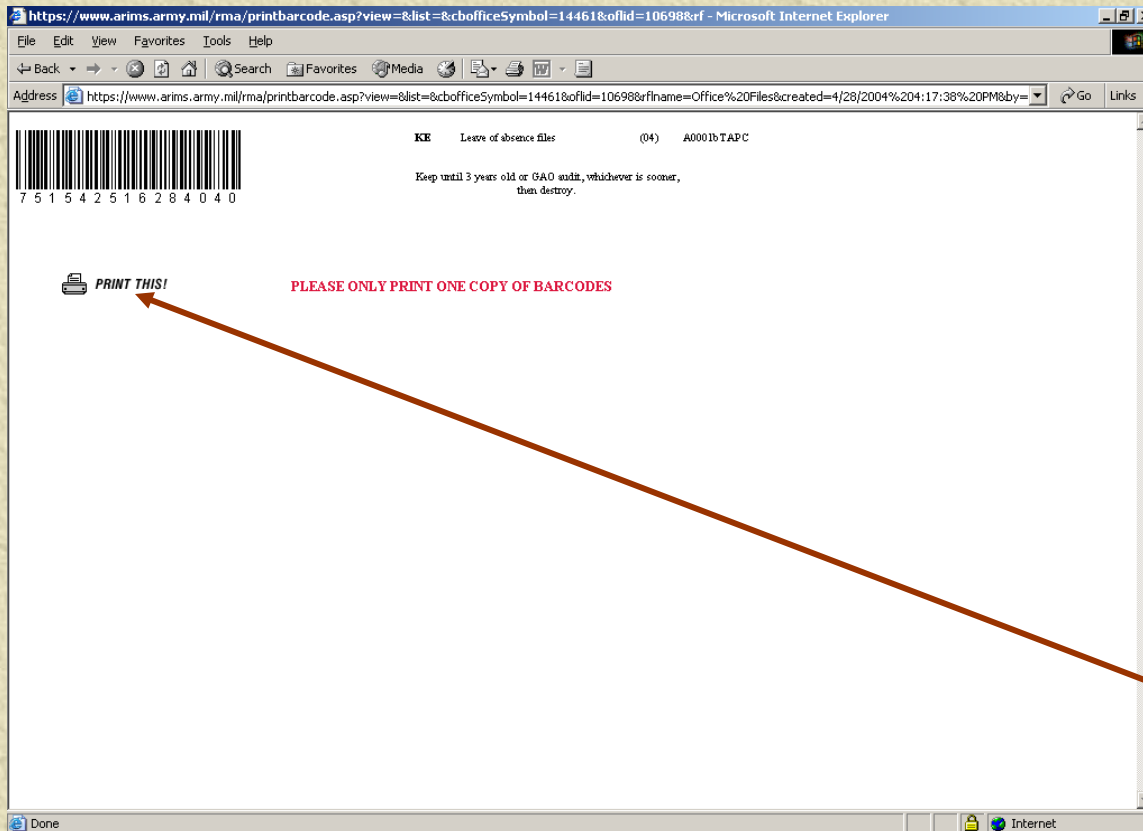
HOME || RRS-A RM-ASSIST RIPS || MASTER INDEX || SYS ADMIN || HELP / DOWNLOADS || LOGOUT

**PRINT LABELS** PRINT LABELS OFFICE FILES: CREATED BY BRYAN MICHAEL GOWRIE ON 4/28/2004 4:17:38 PM  
USE THE CHECK BOX TO SELECT ANY RECORD

Print Labels  Printer Friendly ORL  Return to RM-Assist

PRINT NUM	REC. CATEGORY	REC. TITLE	T.K	PERM DISP. AUTH	PRIV. ACT NO.	REC. NUM.	PRES DIR.
1	<a href="#">Personnel-General</a>	Leave of absence files	K	No	A0001bTAPC	600-8-10a	600-8-10

# Step by Step Guide to Printing Labels



✦ Make sure that you have Avery 5161 or equivalent labels loaded into your printer.

✦ Click the print button and your done.

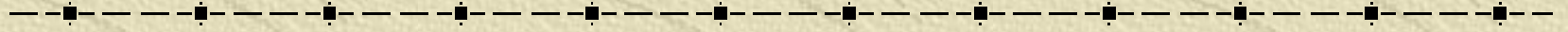


# Where can I find more information?

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✦ More information can be found:

- ✦ In AR 25-400-2 (18 March 2003)
- ✦ Via the internet at  
<https://www.arims.army.mil>
- ✦ Guides can be downloaded from  
<https://www.arims.army.mil/help/download.asp>
- ✦ A FAQ file can be found at  
<https://www.arims.army.mil/help/aersmainhelp.asp>
- ✦ And online training is available at  
[https://www.arims.army.mil/etraining/Section%204/4\\_0.htm](https://www.arims.army.mil/etraining/Section%204/4_0.htm)



**QUESTIONS?**



# Contact Information

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