DINING FACILITY FILES
Army Record Information Management System

Army Record Information Management System (ARIMS)

- To assist you in understanding ARIMS, we will discuss issues concerning the following areas:

- AR 25-400-2 (ARIMS). Areas in AR 25-400-2 (ARIMS) that the Dining Facility Manager and personnel responsible for records review, evaluation, and management should be familiar with to effectively setup and maintain records and files.

- Dining Facility Filing Guidance. Explanation and examples of effective files setup, file labeling, and files disposition.

- DA PAM 25-403. Guide to Record Keeping in the Army, this pamphlet provides operational procedures and guidelines for record keeping within the Army. It is to be used with AR 25-400-2.

- ARIMS Website. Familiarization https://www.arims.army.mil

ARIMS

Principles of ARIMS

- ARIMS focuses on the management of long-term and permanent records and allows the business process (Management) to manage the short-term records. Simplifies recordkeeping. All records are categorized as two types.

- Short-term: No value beyond the business process.

- Long Term: For historical, lessons learned, audit purposes, or research.

- What does this mean to the dining facility? ARIMS only requires a minimum of information on short-term records for identification: this is the majority of the forms and AFMIS reports used in the dining facility. In short: Keep it simple.

- An Example of the above is - The Kitchen Requisition and Returns Worksheet used by the shift during production. Once the information from this worksheet is entered into AFMIS and the Kitchen Requisition and Returns Report is printed, the worksheet can be disposed of. There is no business need to retain the worksheet.

- Disposition instructions are coded and begin with the letter "K" for keep or "T" for transfer, followed by an "E" for event when applicable. (i.e. KE, or TE).

  - All K codes apply to short-term records that are kept according to the business process until no longer needed (or until no longer needed for business after an event occurs) not to exceed 6 years.

  - The T codes apply to long-term (retentions over 6 years) and permanent records, with a few exceptions for records involving individual rights and interests. Disposition is applied by the servicing Records Holding Area (RHA) or the Army Electronic Archives to which records are transferred.

  - Once the period of time is met the record should be destroyed.

- At a minimum, identification of the records should include a description of each record category, to indicate which are transfers (T) and which are keep (K) records.

- Retention periods for K records will be stated in the prescribing directive. The dining facility K record Retention schedule is found in DA Pam 30-22, paragraph 1-5 c which is the prescribing directive for dining facilities.

ARIMS DFAC Labeling

- 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.
- The K and the T refer you back to the guide folder (formerly referred to as the DUMMY folder) for all information about the file.
- Managers can add to these labels but this is the minimum requirement from ARIMS. The majority of information about the files is on the file guide.

FILE IDENTIFICATION

- File guide labeling

  All required information on the label

- Folder labeling

  Only the information needed to identify and retrieve

ARIMS DFAC
Labeling

- The Guide label should contain the information listed below:

- Privacy Act # N/A   Event Driven No
- Production Schedules (1-15)
- Disposition Authority N1-AU-00-15
- Additional Disposition Authority
- Record # 30-22d   Record Type   Keep
- Permanent Record No   Duration   1 yr.
- Directive 30-22
- Year Type FY09   Calendar Type NOV 08

- Filing cabinets or vehicles should be clearly labeled.
- Identify on labels contents of each file drawer or vehicle.
- Labels should correspond with file guides.
- Minimum information required.

K: 6 MONTH ACTIVE FILES   (FYXX)
30-22d   Dining facility operations
30-22h   Ration request, issue, delivery,
          and account status files

What is ARIMS?

- ARIMS is a system that provides the Army with the ability to manage hard copy and electronic records more efficiently and effectively.

- Using web-based tools and technology, ARIMS provides enhanced capabilities for the identification of records, the indexing and storage of long-term and permanent records, and the tracking and retrieval of records stored in the Army's Records Holding Area(s) (RHAs).

Major Changes

- Army Consolidated Records Schedule (ACRS) replaced Records Retention Schedule-Army (RRS-A)
  - Consolidated 6000 records instructions
  - Search options on website were reduced
  - Disposition Codes (K-, T-, U-, S-, and R-Codes) were eliminated
  - New retention periods (0-6 years, 6+ years, and Permanent)
  - Office Records Lists (ORLs) were reduced (4-5 vs. 25-30)
  - DA PAM 30-22 references RRS-A system and has not been updated. See para 1-5.

Other Important Information

- Food Service Files are 200D files.
- Food Service Files are kept under 3 periods
  - Keep for 6 months after no longer needed
    - Defined as "a minimum of 6 months Active, then 6 months Inactive"
  - Keep for a year after no longer needed (NLN)
    - Defined as "a minimum of one year Active, then one year Inactive"
  - Keep for 6 years after NLN
    - Defined as "6 Years"
- When keeping files or documents in a separate location, ensure the location of the file/Doc is noted in the file.
  - Example: If your SOP is on the shelf in a cabinet, have a memo in the file to show its location.

Office Records List: 2012 - Records Mgmt Division

Record Series:

Sub-series:

Duration:

Event Driven: ☐

Event Description:

Names of New Folders:

☑ Electronic ☐ Hard Copy

Vital Record: ☐

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

Indexing for a Special Collection: ○ Yes ● No

Special Collection:

Privacy Act ☐

Calendar Year or Fiscal Year? ● Calendar Year
○ Fiscal Year

Add Folders

Navigate through the ARIMS Site to make labels.

Army consolidated records schedule Quick Reference Guide.

Record Instructions

- Use the RRSA button next to the question mark to find what the disposition should be based off the old record instructions
- This will give you more specific guidance on how the file should be handled and what files go under what.

US AHS - W313AA

Office Symbol:	AAHS-RDR-R
Office Records List:	2012 - Records Mgmt Division
Record Series:	
Sub-series:	
Duration:	

Event Driven: ☐

Event Description:

Names of New Folders:

☑ Electronic ☐ Hard Copy

Vital Record: ☐

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

Indexing for a Special Collection: ○ Yes ● No

Special Collection:

Privacy Act ☐

Calendar Year or Fiscal Year? ● Calendar Year
○ Fiscal Year

Add Folders

You must add folders before you submit for creation.

Submit

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 "Create" 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 RRS-A 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.

Create Close Home Start at Row #: 1 Advanced Options <<

☑ Show RRS-A Instruction Title?
☑ Show Folder Title?

T 1hh Travel vouchers - May :Office temporary duty travel (09)
PA:77333DFAS
Keep in CFA until NLN, TRF RHA.

0018090813010040968

T 1hh Travel vouchers - June :Office temporary duty travel (09)
PA:77333DFAS
Keep in CFA until NLN, TRF RHA.

0033090813010040968

**Use ARIMS to create your labels for your files
and your container.**

Army Records Information Management System (ARIMS)
User's Guide Version 3.5

OLD LABELs–

K Dining facility operations (04)

NA
Keep until NLN, NTE 6 YR, then destroy

K 30-22d Dining facility operations (04)

NA
Keep until NLN, NTE 6 YR, then destroy

6 MO ACTIVE/ 6 MO INACTIVE

NEW LABELs –

200D   **DA Form 3034 OCT (1-15) (2012)**

PA:NA
 Destroy in CFA 0.50 years after NLN

200D   **Production Schedules OCT (1st through 15th) (2012)**
6 MO INACTIVE
PA:NA
Keep until NLN then destroy after 6 Months

ARIMS DFAC Disposition

- All documents and file records related to Army garrison food service, the Army field feeding system, and troop issue support activity operations are maintained and disposed of in accordance with AR 25-400-2, Army Records Information Management System (ARIMS).

- For the purpose of the Army Food Program, "no longer needed for conducting business" is defined as "a minimum of six months active, then six months inactive" for all Keep (K) category records with no events and with assigned records retention duration of zero, with the following exceptions:
  - 1) For ARIMS records labeled K "no longer needed for conducting business" is defined as a "minimum of one year active, then one year inactive".

  - 2) For ARIMS records Labeled T, "no longer needed for conducting business" is defined as "six years".

- All Transfer (T) category records will use the ARIMS Records Retention Schedule, Army (RRS-A) for records dispositions. Transfer (T) category records with a disposition of "no longer needed for conducting business" will be managed as follows:

  - 1) For records with a scheduled retention period of two or more years will be held in the Current Files Area (CFA) for a minimum of two years. Review records annually.

  - 2) Records that have met the required 2 year requirement and are determined to be "no longer needed for conducting business" will be transferred to the Records Holding Area (RHA). If a K record it can be destroyed.

  - 3) When a DA Form 3032 is used as a deferred payment vehicle (generally in emergency situations) it will be maintained in the same manner as DD Form 1544

- File Organization.
- 6 month active and 6 month inactive files should be "grouped" for ease of review, retrieval, and management of records. This means: Fiscal Year files and Calendar files are combined into two separate groups, they are:

  - a) Group 1-FY Files: 1 October through 31 March.
  - b) Group 2-FY Files: 1 April through 30 September.
  - c) Group 1-CY Files: 1 January through 30 June.
  - d) Group 2-CY Files: 1 July through 31 December.

- How it works and why:

  1) Let's say we are starting a new fiscal year on 1 October, 2006 (07-"Fiscal Year") and will need to file our 6 month reports for October, November, December, and so forth. Our first set, or group, of records will be 6 month active records and filed in the 6 month active file drawer: as a group. Once the last report dated 31 March, 2007 (07-Fiscal Year) is filed, the entire group of records will move to and become the "6 month inactive" files.

  2) Files created and beginning 1 April, 2007 now become the "6 month active" files. Once the last file dated 30 September, 2007 (still a 07 Fiscal Year file) is filed, this group of records will move to and replace the previous 6 month inactive files dated 1 October, 2007 through 31 March, 2008. Files are rotated as a group in this manner for ease of management.

  3) Records that have reached the end of their 1 year inactive period are now considered "no longer needed for conducting business" and can be disposed of IAW AR 25-400-2, Chapter 7-4, Records Disposal.

- Dated 11 August 2008.
- Should be used in conjunction with AR 25-400-2
- Describes functions of the records administrator, records manager, record coordinator, and service manager.
- Appointment orders necessary for all above stated functions. Dining facility administration NCOIC would be the records coordinator for the unit (DFAC).
- Helps to simplify use of the regulation.

ARIMS Website

- **ARIMS** website https://www.arims.army.mil

- Records management tools
  - records retention schedules
  - create office records list (ORL)
  - print file labels

- A great tool to learn

- Utilize as needed i.e. file labels, RRS, ORL's

DINING FACILITY FILES MANAGEMENT
?