U.S. Army Corps of Engineers (USACE) **RECORDS MANAGEMENT INSPECTION CHECKLIST** Information prescribed in ARs 25-1, 25-400-2, and DA PAM 25-403; the proponent agency is CEIT-OPI-R.		

1. NAME OF ORGANIZATION VISITED AND OFFICE SYMBOL		

2. DATE OF VISIT	3. DATE OF PREVIOUS INSPECTION	4. DEFICIENCIES WERE DISCUSSED WITH

SECTION I - PROGRAM MANAGEMENT ARMY RECORDS INFORMATION MANAGEMENT SYSTEM *(ARs 25-1, 25-400-2, and DA PAM 25-403).*	YES	NO
1. ARE THE FOLLOWING CURRENT HIGHER ECHELON RECORDS MANAGEMENT DIRECTIVES ON HAND OR ACCESSIBLE BY COMPUTER?		
a. AR 25-1, ARMY INFORMATION TECHNOLOGY. *(https://armypubs.army.mil/)*	☐	☐
b. AR 25-30, ARMY PUBLISHING PROGRAM. *(https://armypubs.army.mil/)*	☐	☐
c. AR 25-50, PREPARING AND MANAGING CORRESPONDENCE. *(https://armypubs.army.mil/)*	☐	☐
d. AR 25-51, OFFICIAL MAIL AND DISTRIBUTION MANAGEMENT. *(https://armypubs.army.mil/)*	☐	☐
e. AR 25-400-2, THE ARMY RECORDS INFORMATION MANAGEMENT SYSTEM *(ARIMS). (*https://www.arims.army.mil*)*	☐	☐
f. DA PAM 25-403, GUIDE TO RECORDKEEPING IN THE ARMY. *(https://armypubs.army.mil/)*	☐	☐
2. HAS THE CHIEF OF THE ORGANIZATION APPOINTED, IN WRITING, THE RECORDS COORDINATOR*(s) (RCs)* AND OTHER PERSONNEL RESPONSIBLE FOR RECORD KEEPING?	☐	☐
3. HAVE PERSONNEL RECEIVED ARIMS TRAINING? IF SO, WHEN WAS TRAINING RECEIVED *(YYYYMMDD)*?	☐	☐
4. IS ARIMS THE LEGAL AUTHORITY FOR IDENTIFYING, MAINTAINING, TRANSFERRING AND DESTROYING RECORDS?	☐	☐
5. IS THE RC REGISTERED IN ARIMS?	☐	☐
6. ARE OFFICE RECORDS LISTS *(ORLs)* PREPARED USING ARIMS RM-ASSIST AND APPROVED BY SERVICING RECORDS MANAGER? ARE THE ORL CURRENT?	☐	☐
7. HAVE CURRENT FILES BEEN ESTABLISHED AND SETUP IN ACCORDANCE WITH ARIMS? ARE MINIMUM LABELING REQUIREMENTS BEING MET?	☐	☐
8. ARE FILE DRAWERS PROPERLY LABELED?	☐	☐
9. ARE OFFICIAL RECORDS BEING KEPT SEPARATE FROM PERSONAL RECORDS IN A CONSISTENT AND READILY IDENTIFIED MANNER?	☐	☐
10. ARE INACTIVE FILES BEING MAINTAINED SEPARATELY FROM ACTIVE ONES?	☐	☐
11. DOES RECORDKEEPING MANAGEMENT INCLUDE ALL RECORDS REGARDLESS OF MEDIA *(electronic, e-mails, paper, audio visual, cartographic, etc.)*?	☐	☐
12. DOES EVERYONE IN THE ORGANIZATION KNOW THE STORAGE LOCATION*(s)* OF ITS HARDCOPY AND ELECTRONIC RECORDS?	☐	☐
13. ARE ACTIVE RECORDS STORED IN A CENTRALIZED RECORDS AREA OR REPOSITORY? IF SO, WHERE IS THE LOCATION?	☐	☐
14. DO ALL UNITS IDENTIFY THEIR RECORDS WITH K OR T DISPOSITIONS, REGARDLESS OF THE MEDIA *(for example, network or hard drive, 3.5-inch diskette, CD, DVD, paper)* AND YEAR OF ACCUMULATION?	☐	☐
15. ARE THE FOLLOWING CONTROLS IN PLACE TO SAFEGUARD AND MAINTAIN REQUIRED SYSTEM DOCUMENTATION, HARDWARE, AND SOFTWARE TO ALLOW THE MANAGEMENT OF ELECTRONIC RECORDS THROUGHOUT THEIR LIFE CYCLE?		
a. ARE PRECAUTIONS BEING TAKEN TO ENSURE THAT APPROPRIATE SOFTWARE AND HARDWARE WILL BE AVAILABLE TO READ ELECTRONIC RECORDS?	☐	☐
b. IS PERIODIC MAINTENANCE OR RECOPYING OF LONG-TERM ELECTRONIC RECORDS BEING CONDUCTED DURING THEIR LIFE CYCLE?	☐	☐
c. IS A ROUTINE BEING FOLLOWED TO BACKUP RECORD INFORMATION? DESCRIBE ROUTINE.	☐	☐

SECTION I - PROGRAM MANAGEMENT *(Continuation)* ARMY RECORDS INFORMATION MANGEMENT SYSTEM *(ARs 25-1, 25-400-2, and DA PAM 25-403).*	YES	NO
16. ARE CONTROLS BEING USED TO PREVENT THE UNAUTHORIZED ALTERATION OR DELETION OF ELECTRONIC RECORDS? IF SO, DESCRIBE THE CONTROLS.	☐	☐
17. ARE PROCEDURES IN PLACE TO ENSURE THAT DIGITIZED RECORDS ARE KEPT ONLY AS LONG AS NEEDED? IF SO, DESCRIBE THE PROCEDURES.	☐	☐
18. ARE STORAGE MEDIA SUCH AS DISKS, FILE DRAWERS, AND FOLDERS LABELED TO FACILITATE QUICK IDENTIFICATION, ACCESS AND DISPOSITION OF RECORD INFORMATION?	☐	☐
19. DOES YOUR ORGANIZATION STILL MICROFILM? IF SO, WHERE ARE THOSE RECORDS LOCATED?	☐	☐
20. ARE ELECTRONIC RECORDS, DIGITIZED IMAGES, OR MICROFORMS STORED UNDER ENVIRONMENTALLY CONTROLLED CONDITIONS, PERIODICALLY INSPECTED TO DETECT DETERIORATION, AND RECOPIED WHEN APPROPRIATE TO MEET THE MINIMUM SCHEDULED RETENTION? WHEN WAS LAST PERIODIC INSPECTION OF THESE *(YYYYMMDD)*?	☐	☐
21. ARE SAFEGUARDS IN PLACE AGAINST THE REMOVAL OR LOSS OF OFFICIAL RECORDS?	☐	☐
22. ARE ALL ANNUAL FILES CUTOFF AND NEW FILES CREATED FOR CURRENT YEAR PER DISPOSITION INSTRUCTIONS?	☐	☐
23. ARE ALL UNIDENTIFIED FILES BROUGHT TO THE ATTENTION OF THE RECORDS MANAGER?	☐	☐
24. ARE RECORDS DESTROYED OR RETIRED AS REQUIRED?	☐	☐
25. ARE K *(keep)* RECORDS *(current files area)* BEING DESTROYED IN ACCORDANCE WITH DISPOSITION INSTRUCTIONS AND NOT KEPT PAST THE BUSINESS NEED?	☐	☐
26. HAVE ALL ELIGIBLE RECORDS BEEN TRANSFERRED/RETIRED TO THE RECORDS HOLDING AREA (*RHA*) OR FEDERAL RECORDS CENTER (*FRC*)?	☐	☐
27. DOES THE ORGANIZATION KNOW THE LOCATION AND PURPOSE OF THE RHA?	☐	☐
28. IS THE RHA ACCESSIBLE ONLY TO AUTHORIZED PERSONNEL?	☐	☐
29. DOES THE ORGANIZATION TRANSFER RECORDS TO THE RHA/FRC?	☐	☐
30. IS THE STANDARD FORM (*SF*) 135 (*RECORDS TRANSMITTAL AND RECEIPT*) OR EQUIVALENT PREPARED IN ACCEPTABLE MANNER FOR RECORDS TO BE RETIRED TO FRC?	☐	☐
31. ARE T *(transfer)* RECORDS ELIGIBLE FOR TRANSFER / RETIREMENT BEING PROCESSED IN A TIMELY MANNER?	☐	☐
32. IS EACH BOX LABELED CORRECTLY AND THE CORRESPONDING NUMBER ANNOTATED ON APPLICABLE SF 135?	☐	☐
33. IS SF 135 BEING COMPLETED CORRECTLY?	☐	☐
34. ARE COPIES OF THE SF 135 ON FILE FOR RETIRED RECORDS?	☐	☐
35. IS RECORD NUMBER 400b BEING USED TO MAINTAIN THE SF 135?	☐	☐
36. DOES THE ORGANIZATION HAVE A METHOD FOR TRACKING DOCUMENTS THAT ARE REMOVED FROM THE CURRENT FILES (*i.e., OPTIONAL FORM (OF) 23 (CHARGEOUT RECORD) or OF 24 (SHELF FILE CHARGEOUT RECORD (LETTER SIZE))*)?	☐	☐
37. ARE ALL FILE FOLDERS AND RECORDS CONTAINERS LABELED TO FACILITATE ACCURATE FILING, RETRIEVAL AND DISPOSITION OF RECORDS?	☐	☐
38. DO LABELS INCLUDE RECORD NUMBER, FILE TITLE, DISPOSITION INSTRUCTIONS, AND WHERE APPLICABLE, THE YEAR OF ACCUMULATION?	☐	☐
39. DO LABELS CONTAIN PRIVACY SYSTEM NOTICES WHERE APPLICABLE?	☐	☐
40. ARE RECORDS SUBJECT TO THE PRIVACY ACT STORED IN LOCKED FILE CABINETS TO PREVENT INADVERTENT OR UNAUTHORIZED DISCLOSURE OF RECORDS CONTENT?	☐	☐
41. ARE THERE ANY CLASSIFIED RECORDS IN THIS ORGANIZATION?	☐	☐
42. IF SO, ARE THESE RECORDS FILED SEPARATELY FROM UNCLASSIFIED RECORDS?	☐	☐
43. ARE FILES WITH A SPECIFIED RETENTION PERIOD *(FY or CY)* CUT-OFF ANNUALLY?	☐	☐
44. ARE RECORDS WITH CONTINUING-TYPE DISPOSITION *(destroy when no longer needed, destroy when superseded, etc.)* REMOVED AND DESTROYED AS APPROPRIATE?	☐	☐

SECTION I - PROGRAM MANAGEMENT *(Concluded)* ARMY RECORDS INFORMATION MANGEMENT SYSTEM *(ARs 25-1, 25-400-2, and DA PAM 25-403).*	YES	NO
45. ARE RECORDS ON ELECTRONIC MEDIA *(diskettes, microfilm)* PROPERLY LABELED AND MAINTAINED IN ACCORDANCE WITH ARIMS?	☐	☐
46. ARE RECORD COPIES OF EMAIL FILED IN THE ELECTRONIC RECORDS MANAGEMENT SYSTEM OR PRINTED OUT IN HARD COPY FORMAT AND FILED ACCORDING TO THE PROJECT/TASK/SUBTASK IT PERTAINS TO?	☐	☐
47. WHEN EMPLOYEES RETIRE OR LEAVE, WHAT HAPPENS TO THE RECORDS ON HARD DRIVES, IN FILING CABINETS, ETC.? ARE THEY PROCESSED PROPERLY?	☐	☐

SECTION II - REMARKS

SECTION III - RECORDS MANAGEMENT AUTHORITY		
a. NAME *(Last, First MI)* AND TITLE	b. DATE	c. RECORDS MANAGEMENT'S SIGNATURE