

Mission and Housekeeping Files

Mission files relate to the function or mission of an office. They make an office “tick.” Record numbers are listed according to the regulation that governs the mission of the office. That is, if your office uses the 25-series of Army regulations, your record numbers might be 25-1a, 25-1b, and so on. These numbers are identified in the Records Retention Schedule-Army in ARIMS and used to create office files and ORLs.

Although record numbers may vary from office to office, all offices will have some of the same housekeeping files.

Housekeeping files are records accumulated or generated in an office that document the internal administrative functions as opposed to those, that document the primary mission of the office. Housekeeping files are numbered 1a through 1oo.

The following list includes common housekeeping files used in most offices:

- 1a: Office records list.
- 1aa4: Office supervisory or manager employee records - Current employee.
- 1b: Office general management.
- 1bb: Office job descriptions.
- 1f: Office organization files.
- 1hh: Office temporary duty travel.
- 1ii: Office military personnel files.
- 1jj: Reference publications.
- 1kk: Technical material references.
- 1mm: Reading files.
- 1o: Office financial files.
- 1oo: Policies and precedents.
- 1v2: Access controls - Key and lock control registers.
- 1x1: Civilian personnel time and attendance files - Time and attendance source records and input records.



Training

Proper training is an essential part of the Records Management Program. Contact your agency records official for details.

Where can I get more information?

- **AR 25-1**, Army Knowledge Management and Information Technology (chapter 8)
- **AR 25-400-2**, The Army Records Information Management System (ARIMS)
- **DA Pamphlet 25-403**, Guide to Recordkeeping in the Army
- **AE Regulation 25-400-2**, Army in Europe Record Information Management

Consult the ARIMS website for the latest record retention schedules at

<https://www.arims.army.mil>

Without records, there is no information!

**For further assistance,
contact the
USAREUR
Records Administrator:**

**DSN 370-8804, civilian 06221-578804,
or e-mail:**

mail.g6.arims@eur.army.mil



USAREUR RECORDS MANAGEMENT

*Ways to Improve
Recordkeeping
in Any Office*



**AE MISC PUB 25-400-2
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This brochure outlines ways to establish and maintain a Records Management Plan for your office according to statutes, regulations, and Army policy. Why is this important?

First, everyone working for the DOD is creating and using Federal Government records. There are rules governing the use and destruction of Federal records. For example, it is your responsibility to protect Federal records in your custody, and there are legal implications for destroying records without the proper authority. For the Army, the governing authority is AR 25-400-2, The Army Records Information Management System (ARIMS).

Second, good records management practices will help you not only meet the prescribed requirements, they will also benefit you and the agency in many ways, such as—

- Improving access to information.
- Controlling the growth of material taking up valuable office space.
- Reducing operating costs.
- Minimizing litigation risks.
- Safeguarding vital information.
- Supporting better management decisionmaking.
- Preserving Army history.

A RECORDS MANAGEMENT PLAN

Determine Who Will be Responsible and What Resources Will be Needed

- Appoint records managers and records coordinators.

Identify Records Needed to Document the Activities in and Functions of the Office

- Conduct an inventory of the materials in the office.
- Document where materials are located, how much there is, and the format (for example, maps, media, papers).

Identify Recordkeeping Requirements

- Centralized versus decentralized filing.
- Types of documents in the record files.
- Handling of draft documents and working papers.
- Responsibility for maintaining record copies.

Determine Records Schedules

- Match the records identified in the inventory with the record numbers according to AR 25-400-2 and AE Regulation 25-400-2.
- The retention periods in the record numbers are mandatory.

Prepare an Office Records List (ORL)

- An ORL is a list of record titles and record numbers accumulated or generated in an office.

Organize Your Records

- Prepare folders and organize documents in the folders.
- Organize electronic documents on individual computers and shared drives according to AR 25-400-2.
- Place folders in labeled file drawers to help users find what they are looking for.
- Leave adequate space in file folders and drawers for growth.

Maintain Your Records on an Ongoing Basis

- File new materials regularly.
- Remove inactive, superseded, or obsolete reference materials in a timely manner.
- Retire eligible records to the Army in Europe Records Holding Area or a continental United States Federal records center.
- Destroy records with short retention periods.

Train, Train, Train

- Ensure all staff members and contractors know their recordkeeping responsibilities.