

Request for Records Disposition Authority <small>(See Instructions on reverse)</small>		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington, DC 20408		Job Number N1-A4-09-2	
1 From (Agency or establishment) U.S. Army		Date Received 12/24/08	
2 Major Subdivision Office of the Admin Asst to the Secy of the Army		Notification to Agency In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 Minor Subdivision US Army Records Mgmt & Declassification Agency			
4 Name of Person with whom to confer Shirley Kinson-Jones	5 Telephone (include area code) 703-428-6411	Date 4-13-09	Archivist of the United States <i>Adrianne Thomas</i>
6 Agency Certification I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>4</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies <input type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested			
Signature of Agency Representative <i>J. A. B. [Signature]</i>		Title Chief, Records Management Division	
		Date (mm/dd/yyyy) 12/15/08	
7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	The Army Records Information Management System (ARIMS) BACKGROUND: The purpose of the Army Records Information Management System (ARIMS) is to provide authorized users with web based tools to properly manage information from its creation through final disposition according to the Federal laws and Army recordkeeping requirements. ARIMS focuses on the management of long-term and permanent records and allows the business process to manage short-term records. It is also a repository for the Army's long-term and permanent electronic records and maintains a Master Index of all Army records in all formats. The ARIMS uses the Army Knowledge Online (AKO) Single Sign-on (SSO) to authenticate its users and the Army Status of Resources and Training System (ASORTS) to establish unit hierarchy in the system. ARIMS uses this info to print labels, create folders, and categorize records placed into the repository for storage. ARIMS also contains the Army's official records retention schedule which identifies all Army record types, their description, and disposition instructions. Records are kept in ARIMS based on their individual disposition instructions. Its governing publications include 36CFR, 44 USC, DODD 5015.2, AR 25-400-2, and AR 25-1. The proponent of ARIMS is the U.S. Army Records Management and Declassification Agency.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

Job Number

Page 2

Of 2

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>NOTE: Use record numbers (RN) 25-1lll for automated system administrative reports, RN 25-1mmm for system documentation and specification, and RN 25-1nnn for backups files</p> <p>Justification for Permanent Retention. Changes to the records retention schedule must be retained for administrative, legal and audit purposes.</p> <p>RN: 25-400-2n</p> <p>Title: Army Records Information Management System (ARIMS) Master File Authority: TBD PA: TBD</p> <p>Description: Data consist of user profiles, office records lists, Records Retention Schedule-Army, official records stored in the system, Master Index, and reports such as User and Unit Lists, ORL Report, and Records Disposition Report.</p> <p>Disposition: PERMANENT. TEP. Event is upon accessioning of the records. Keep until event occurs and then until no longer needed for conducting business, then retire to the AEA, the AEA will transfer to the National Archives when the record is 25 years old. NOTE: Records will be transferred using SF 258.</p> <p><i>— See Attached —</i></p>		<p><i>Changed per Ro's request 2/12/09</i></p> <p><i>[Signature]</i></p>

RN: 25-400-2n

Title: Army Records Information Management System (ARIMS) Master File

Authority: TBD

PA. TBD

Description: Data consist of user profiles, office records lists, Records Retention Schedule-Army, official records stored in the system, Master Index, and reports such as User and Unit Lists, ORL Report, and Records Disposition Report.

Disposition: TE10 Event is when superseded or obsolete Keep until event occurs and then until no longer needed for conducting business, then retire to the AEA, the AEA will delete the record 10 years after the event.