



**US Army Corps
of Engineers.**

Records Management Briefing for the POH Staff – June 2004

Sponsored by: POH, Information Mgmt Ofc





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Agenda

- New ARIMS, AR 25-400-2
- Upcoming Inspection – 19 Jul 04
- Update from HQUSACE Conf, 6-8 Apr 04
- Admin Announcements – Regs, Policies, Copiers, Forms and Pubs.
- Records Holding Area (RHA) & Seattle Federal Records Center (S-FRC)



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What is ARIMS?

- Army Records Information Management System, AR 25-400-2, dated 18 Mar 03
www.arims.army.mil
- Replaced MARKS – Modern Army Recordkeeping System, 26 Feb 93



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FAQ's ARIMS



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

ARIMS FAQ || ONLINE HELP DESK || DOWNLOADS AREA || ACCOUNT NOTIFICATION

ARIMS HELP AND FREQUENTLY ASKED QUESTIONS

GENERAL FAQ

1. What is ARIMS?
2. What can I access in ARIMS?
3. With all the options available at the ARIMS website, how do I easily move around the site and find what I need?
4. System Requirements - I am having problems viewing the ARIMS website. What should I do?
5. Who is going to be able to destroy records placed in ARIMS?
6. Where can I find Guidance for Implementing Digital Signatures?
7. Where can I find Guidance for Public Key Infrastructure (PKI) - Related Records?
8. What if my question is not answered here in the FAQs and Help Center?
9. Where do I send problems that I have?
10. Do records already classified under MARKS need to be converted to the ARIMS format?

BACKFILE INDEXING FAQ

1. How can I index and submit records older than the current year?
2. What is the maximum size of an electronic file (that is a record or contains records) that can be transmitted to the Army Electronic Archive (AEA) when using the Backfile Indexing function?

REGISTRATION FAQ

1. What are the different user levels, functions and responsibilities?
2. What if I forget my password for ARIMS?
3. Can organizations have more than one "records manager" so that there is an alternate identified?
4. When a user transfers to a new unit, how do they stay in the system? Do they have to reregister? If so, what happens to their old registration?
5. How do people register if their UIC codes are not in the system?

RRSA FAQ

1. How do I access the record designations?
2. Why are there records that are 6 years and under classified as "T" records?
3. Is the transfer point the same for electronic and paper "T" records?
4. Where can I find a listing of the record (file) numbers for each of the functional areas such as that displayed as Tables under MARKS?

RM-ASSIST FAQ

Office Records List (ORL)

1. Who is authorized to delete an ORL?
2. How do we get an approved ORL for the next year?
3. I was testing the Create a Batch function and closed it without finishing, can this be deleted or reopened so that I can finish it?
4. Can I create next year's ORL from an existing ORL?

Label FAQs

1. Why does the ORL listing contain only a K or T while the folder label contains a KE or TE?
2. AR 25-400-2 does not say record (file) numbers are required for folder labels. Do we need to annotate the record number anywhere?
3. How do I print folder labels?
4. What brand of labels do I use to print my folder labels?
5. How do I include more information on the printed folder label?

MASTER INDEX FAQs

1. Who can access information that is filed in ARIMS?

What is ARIMS?



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REGISTERED USERS

- Many ARIMS modules require you to be a registered user.
 - Action Officer (AO)
 - Records Coordinator (RC)
 - Records Holding Area Manager (RHAM)
 - Records Manager (RM)
 - Records Administrator (RA)
- It is important that you identify your records management duties accurately before you register.



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RRS-A MAIN SEARCH

- Allows searching by keywords, a particular record category, or by a particular prescribing directive (Army regulation, PAM, etc.).
- Allows filtering by type of record (event or non-event, permanent or temporary, or transfer/keep records).
- Note: Users registration not required.



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Search Screen



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

RECORDS RETENTION SCHEDULE - ARMY (RRS-A) SEARCH

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.

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

[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

Submit Search

Reset Form

[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](#)

[Online Help Desk](#) | [Privacy & Security Notice](#) | [About ARIMS](#) | [DoD Web Policy](#)



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Rationale for Change

- Preserve all important records.
- Retrieve all important records.
- Simplify the recordkeeping process.
- The recordkeeping process is part of the daily business process.
- 36 Retention Periods were combined into 2 retention periods (Keep or Transfer).



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RECORDS

- ARIMS focuses on the management of long-term and permanent records. Allows the business process to manage the short-term records.
 - Records are identified according to the primary directive that prescribes those records to be created, maintained, and used.
 - A record number (RN) associated with each record title serves as an additional identifier for records personnel and RHA staff.



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Disposition Instructions

- For all records are categorized as two types of records.
 - Short-term Records
 - Long-term Records
- Are coded and begin the letter:
 - “K” for keep/not to exceed 6 years
 - “T” for transfer/retention over 6 years, followed by an event
 - “E” for event when applicable
 - “P” for permanent retention or
 - “U” for unscheduled records (paras 1-7c).



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“K” Records

- The retention and disposition of “K” records are based on the period of time that the creating office needs to keep them in order to meet business needs, which should be specified in the prescribing directive.
- Once that period of time is met, the records should be destroyed (para 1-7d).



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“T” Records

- The retention and disposition of “T” records are applied by the servicing RHA or the Army Electronic Archives (AEA) to which the records are transferred.
- The precise holding period for those records is calculated and applied to the records according to the instructions in the ARIMS RRS-A (para 7-1d).



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Records Mgmt



What is a Federal Record?

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- ✓ Recorded information, regardless of media
- ✓ Made or received by a Federal agency in accordance with *law* or in the *conduct of business*
- ✓ Evidence of the organization, functions, policies, decisions or other activities of the Federal government or value . . . of *information* it contains



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Federal Records Include:

Traditional Documentation

- Reports / Memorandums
- Forms
- Email - Print and File Copy



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- Is there an index I can refer to help me better understand these ARIMS numbers generated in my office?
- Yes, the admin staff annually updates (as req'd) the Selected File Numbers, Files.frp. Consult your Ofc Admin for the list to develop your own files.



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Components of the Selected File Numbers List

- ARIMS file number
- Description of file
- Privacy Act or N/A
- Magnetic Form?
- Microform?
- Cut off of file (COFF)
- Disposition (Retention Period)



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- I have a lot of records around that I do not need anymore and they are taking up space. Am I free to recycle or destroy them?
- No! All records are government property. They cannot be loaned, recycled or destroyed without proper disposition authority IAW ARIMS. Unless they are duplicates, copies, vendor catalogs, journals, blank forms are available electronically or solely for convenience, not considered official, can be destroyed.
- Consult your Ofc Admin or Anna, POH, Records Manager for guidance on “how to” accomplish this. Takes only minutes to do.



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Why do we have to do records mgmt and how do I benefit?

- ✓ Stay in compliance with Federal Law
- ✓ Efficiency to do your job / actions and decisions
- ✓ Free up valuable office space
- ✓ Allow quicker retrieval of documents
- ✓ Save money on space, equipment and staff time
- ✓ Maintain economy
- ✓ It's your job!

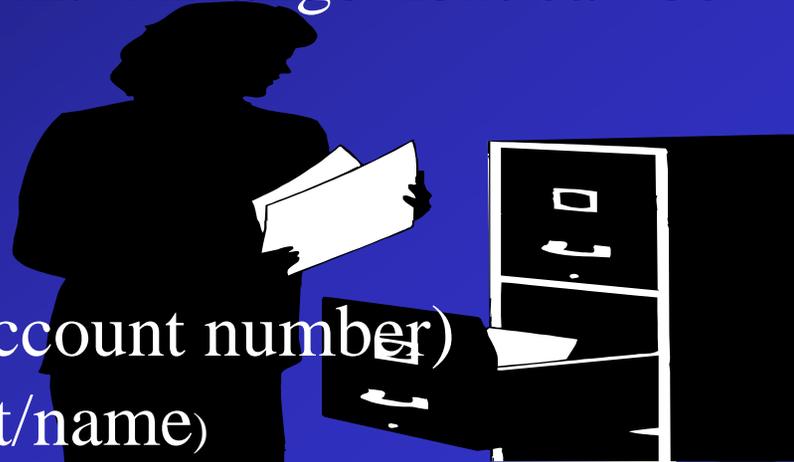


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FILING

An accumulation of records maintained in a predetermined physical arrangement, using the ARIMS numbering system. Arrangement can be either:

- Chronological (Date)
- Numerical (Project/account number)
- Alphabetical (Subject/name)





LABELING

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Proper labeling is essential for accurate filing, retrieving, and disposing of records.





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LABELS ON FILE DRAWERS

**CONTAINS TWO OR
MORE RECORD
SERIES**

10 thru 58-1b (04)

**CONTAINS ONE
RECORD SERIES**

690-200e Locator Files
PA: OPM/GOVT-1
DEST on transfer or
separation of the employee

RECORDS DIVIDED INTO TWO DRAWERS

690-200e Locator Files
(A thru L)
PA: OPM/GOVT-1
DEST on transfer or
separation of the employee

690-200e Locator Files
(M thru Z)
PA: OPM/GOVT-1
DEST on transfer or
separation of the employee



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LABELING BOOKCASES/OVERHEADS

1jj Reference Publications

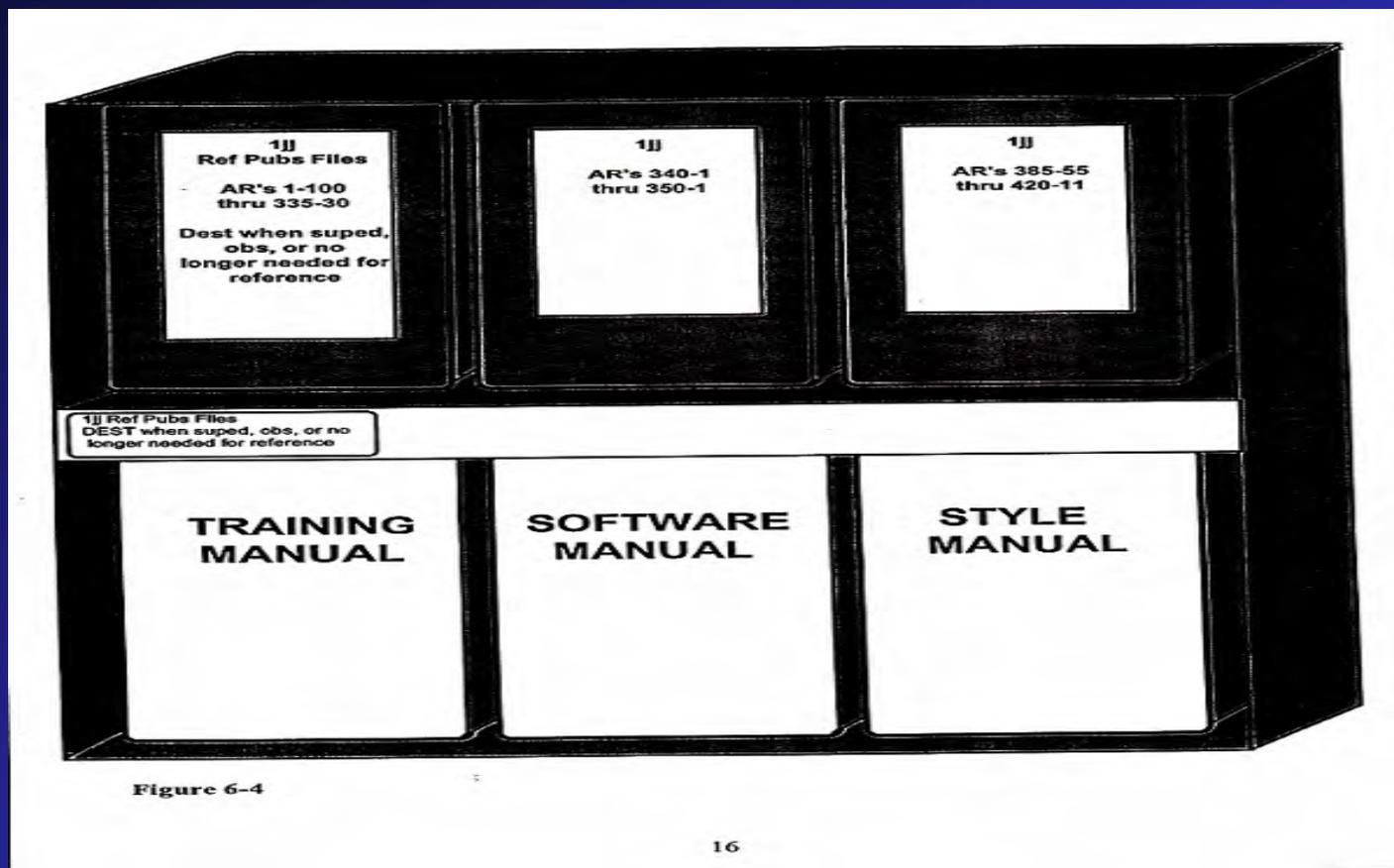


Figure 6-4



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Upcoming Inspection



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Preparing for Courtesy Rec Mgmt Inspection

- Anna will visit each office and look through filing /shelving cabinets to assist and provide guidance, beginning 19 Jul 04.
- An advance checklist (for Admin only) was distributed 28 Apr.
- Each individual's cubicle will also be surveyed for (unnecessary clutter, duplicate copies, boxes, binders, drawings, etc).



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View of RHA & Seattle FRC

- Records Holding Area (E. Range)
- Seattle Federal Records Center



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Shelving Boxes by Cliff and Roy





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Transfer to the RHA

- SF-135 and SF135a
Records Transmittal & Receipt
- If you're new to transferring records, always consult Anna, x8349 prior to boxing, preparing SF-135 forms or destroying records.

ANNA TARRANT

RHA 113 - 115 CUSTOMER CY

RECORDS TRANSMITTAL AND RECEIPT

Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.

PAGE 1 OF 1 PAGES

1. TO [Complete the address for the records center serving your area as shown in 36 CFR 1228.150]
Federal Records Center

5. FROM [Enter the name and complete mailing address of the office retaining the records. The signed receipt of this form will be sent to this address]

RECORDS HOLDING AREA, BLDG 6042, SB, HI

U.S. Army Engineer District, Honolulu
ATTN: CBPOH-OC Stop #502
Pt. Shafter, HI 96858-5440
POC: A. Tarrant

2. AGENCY TRANSFER AUTHORIZATION	TRANSFERRING AGENCY OFFICIAL [Signature and title] Anna Tarrant, Records Manager	DATE 25 May 00
3. AGENCY CONTACT	TRANSFERRING AGENCY OFFICIAL [Name, office and telephone no.] Dawn A. Awaya, CBPOH-OC 438-1104	
4. RECORDS CENTER RECEIPT	RECORDS RECEIVED BY [Signature and title] TONY CALDBRA, RHA CUSTODIAN	DATE 5 Jun 00

RECORDS DATA

ACCESSION NUMBER			VOLUME (of #)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusive dates of records)	RESTRICTION	DISPOSAL AUTHORITY (Symbol and Item Number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER					
RG	FY	NUMBER							LOCATION	SHELF PLAN	COUNT	TYPE	AUTO. DISP.	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)		
					UIC W2SNAA U.S. Army Engineer District, Honolulu Files not subject to the provisions of the Privacy Act These files do not contain, as prescribed by AR 380-13, information on persons or organizations not affiliated with the Department of Defense OFFICE OF COUNSEL, POH-OC 1/3 Brown & Root USA, POH 94-05, CMIS 940300 DACA83-90-C-0009 CC Engineering & Construction, Inc, POH 94-10 CMIS 940532, DACA83-93-C-0061 Clement Brothers Co., POH 92-14, CMIS 922486 DACA83-86-C-0124 R.G. Wood & Assoc, Ltd., POH 95-08, CMIS 950690 DACA83-93-C-0032 Walter Y. Arakaki, POH 94-07, CMIS 940430 POH 94-11, CMIS 940547, DACA83-94-C-0006 POH 93-14, CMIS 930679, DACA83-91-C-0094 SJI Construction Co., POH-84-01, DACA83-C-0103	N	AR 25-400-2 27-40b	1/2006	RHA RHA 113					
				2&3/3										

Completed by the RHA Custodian & mailed, 5 Jun 00

PAGE 2
10:00 622 4642
JUN-05-00 08:54 FROM:DOIM ASD FORMS AND PUBS



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DA 543

REQUEST FOR RECORDS		
For use of this form, see AR 25-400-2; the proponent agency is ODISC4		
PLEASE READ THE FOLLOWING BEFORE COMPLETING THIS FORM		
<ul style="list-style-type: none"> • These records will be used for official purposes only. • Do not remove, permit to be removed, add to, or reveal the contents to unauthorized persons. • The requester is responsible for return of these records intact to the office of record. 		
SECTION I - TO BE COMPLETED BY THE REQUESTER		
1. RECORD(S) REQUESTED <i>(Give file classification, subject, date, and other identifying information. If records of personnel are requested, give name (LAST NAME FIRST), grade, SSN, type of file requested, and purpose for which records are to be used.)</i>		
①	②	③
<u>Contract Number and/or Description of Box:</u>	<u>BOX</u>	<u>RHA Location</u>
DACW-90-D-0025, dba Park Engineering	27 of 85	4627
DACW-90-D-0025, dba Park Engineering	16 of 66	4552
2. REQUESTER'S ADDRESS ④ USAED, POH OR POD Bldg. 230, CEPOH-CT-C, Jyun Yamamoto or requestor Fort Shafter, HI 96858-5440 Stop: 502		3. ESTIMATED NO. OF DAYS RECORDS ARE NEEDED N/A
		4. TELEPHONE NO. ⑤ 438-XXXX of requestor
		5. DATE ⑦ 10 Dec 00
		6. NAME AND SIGNATURE OF REQUESTER ⑥ <i>Anna Tarrant</i> Anna Tarrant, Rec Mgr, POD, 438-8349
SECTION II - TO BE COMPLETED BY THE RECORDS CUSTODIAN		
7. SEARCHER'S REPORT		
a. RECORDS ATTACHED FOR DELIVERY TO ADDRESS IN ITEM 2.		4. NAME, ADDRESS, TELEPHONE NO., AND DATE LOANED
b. RECORDS CURRENTLY ON LOAN <i>(Complete block 7d.)</i>		
c. UNABLE TO IDENTIFY RECORDS		
8. DATE RECORDS MUST RETURNED		
9. ADDRESS OF CUSTODIAN		10. TELEPHONE NO. ⑧ 656-0334
		11. DATE
		12. NAME AND SIGNATURE OF CUSTODIAN ⑨ TONY CALDERA, RHA CUSTODIAN
SECTION III - TO BE COMPLETED BY THE OFFICE OF RECORD		
13. DATE RETURNED	14. SIGNATURE OR INITIALS OF INDIVIDUAL TO WHOM RECORDS WERE RETURNED	



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View of Seattle's Federal Records Center

- Only Permanent-type records are transferred to the Seattle FRC.
- For example: Environmental, Civil Works, Regulatory records, etc. usually from 20 to 50 yrs to permanent archival.



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Shelving the Records





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Success Story

- Patty Billington, OC attributes the District's proper filing and transfer to the National Archives for the successful retrieval of a record dated 1971. The record was a public notice for a meeting on Heeia Small Boat Harbor. Effectively finding this record saved the Corps time and money on research.
- **THE RECORD MGMT SYSTEM WORKS!!!**



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Tarrant, Anna J POH

From: Press, David C LTC POH
Sent: Monday, February 23, 2004 5:27 PM
To: Tarrant, Anna J POH; DLL-CEPOH DISTD Adm Sup/Spec; DLL-CEPOH Timekeepers
Cc: DLL-CEPOH DISTC Chief
Subject: RE: Good Filing because of YOU!

Team,

Thank you for all that you do every day! Well done!

DCP

DAVID C. PRESS
Lieutenant Colonel, U.S. Army
Commander and District Engineer
U.S. Army Corps of Engineers
Honolulu District
(808) 438-1069
(808) 438-8351 (Fax)

-----Original Message-----

From: Tarrant, Anna J POH
Sent: Monday, February 23, 2004 9:46 AM
To: DLL-CEPOH DISTD Adm Sup/Spec; DLL-CEPOH Timekeepers
Cc: DLL-CEPOH DISTC Chief
Subject: Good Filing because of YOU!

Aloha ADMIN Staff,

Pat Billington (OC) has testimony below that our records filing system does INDEED work, because YOU ensure what is sent to the Records Center be it temporary storage at East Range, Schofield or to the National Archives in Seattle is done accurately.

I just wanted to personally THANK YOU for all you do on a daily basis, seems routine, but your job is so important in preserving the Corps work for the United States of America!

Thank you!
Anna (proud to be a part of your TEAM)

-----Original Message-----

From: Billington, Pat E POH
Sent: Wednesday, February 18, 2004 6:00 PM
To: Tarrant, Anna J POH; Pennaz, James POH; Mizue, Paul POH; Kawakami, Dayna N POH
Cc: Kanetake, Donna H POH; Faggioli, Vincent J POH; Freitas, Sharon M POH
Subject: RE: FOIA request for Heeia-Kea small boat harbor records

All,

I want to let you know that this FOIA action worked out really well. Thanks to your help Anna was able to retrieve exactly the right records from the mainland storage facility. Our requestor was so happy and grateful to read the record of this 1971 public meeting. Clearly the record keeping system works. Thanks to everyone for your help in responding perfectly to what seemed to be an impossibly difficult request.

Patty



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PRACTICE RECORDS MANAGEMENT

- ✓ File records properly so you and others can find and
- ✓ use them efficiently.

- ✓ Create, keep current, and use your “Selected List of File Numbers”.

- ✓ Retire to the RHA and permanent records to NARA – annually.



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PRACTICE RECORDS MANAGEMENT

- ✓ Break the “extra copy” habit.
- ✓ Keep your personal papers separate from office records...take it home!
- ✓ When you change jobs, records belong to the Federal Government - Not You!



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WEBSITE ADDRESSES:

➤ To access the ARIMS filing system on the Internet use the following website address:

www.arims.army.mil

➤ National Archives & Records Administration (NARA): www.nara.gov



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Administrative Reminders



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Copier Equipment

- Consult Anna prior to the lease of copier equipment.
- Written justification must be approved by Anna/IMO prior to the lease.
- Without approval, IM will not tech approve copiers in CEFMS.



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POH Forms

- All new forms must be submitted to IM/Anna for approval.
- Do not remove FormFlow template from the P:drive, others won't be able to use it. Rather, copy the completed form to your C:data file.
- If you can't find a form, you can check www.usapa.army.mil, & click on: Forms



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Regulations, Policies, SOP's:

- Submit (in MSWord format) Internal SOP's, POH Regs, & Commander Policy Memos to IM for authentication, formatting, proper coordination prior to final signature. Upon completion of the above, proper distribution and posting to the webpage will be made by POH-IM.
- Contact Anna, 438-8349 or email



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Quick Tips from IM

- POH Forms 3, 5, 6's?
- Forms on P:drive?
- Copiers?
- RHA (Rec Holding Area)?
- Preparing POH Regulations/SOP's?
- POH Intranet?
- NARA?



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Quick Tips

Tarrant, Anna J POH

From: Tarrant, Anna J POH
Sent: Tuesday, April 13, 2004 10:02 AM
To: DLL-CEPOH DISTD Adm Sup/Spec; DLL-CEPOH Timekeepers
Cc: DLL-CEPOD DISTD Adm Sup/Spec
Subject: FW: Some friendly reminders and quick tips/references

Aloha Friends - someone requested this information again, sharing again.

Take care and thanks for keeping the DISTRICT moving!

-----Original Message-----

From: Tarrant, Anna J POH
Sent: Thursday, October 02, 2003 2:11 PM
To: DLL-CEPOH DISTD Adm Sup/Spec; DLL-CEPOH Timekeepers
Subject: Some friendly reminders and quick tips/references

Dear Friends,

- 1) When you have a new employee, **POH Form 6** needs to be completed by the supervisor and sent to: CEPOH-IM (in advance so that they can generate a user-id)
Form is available on the P:Drive at: P:Forms\FormFlow\POH 6.FRP
- 2) **POH Form 3** will also need to be completed and sent to CEPOH-RM
Form is available on the P:Drive at: P:Forms\FormFlow\POH 3.FRP
- 3) When using **FORMS on the P:drive**, best to save the file to your C:Data drive and make entries there. If you make entries while in the P:Drive, save it, forget about it, turn off your computer, all your data will be seen by the next person to use the form. Again, these are forms-templates for all to use, so save your entry/forms to your C:Data for retrieval and privacy. Make a duplicate don't cut the entire form, if not, the form is gone from the P:drive.
- 4) If you find that your **form is no longer on the P:Drive**, you can always download the form by going to: <http://www.usapa.army.mil>, then everything is self explanatory. Click on Forms, search by number or title then save it to the P:drive. Sometimes users inadvertently remove forms from the P:drive. There is no way for IM to block forms from being removed, if we did, then no one could gain access to the P:drive.
- 6) Use OPM 71 for Request for Leave or Approved Absence (Leave Slip) located on the P:drive.
- 7) If you have questions on **COPIERS**, best to consult me first, at x8349 or by email. Some copier reps comes through every year trying to sell out fairly new copiers (within 3-4 yrs old) and we cannot afford to do this. Standard use of any copier is 6-7 yrs. If not, the government loses money everytime we lease a new copier. Because of technology, it is recommended that we LEASE copiers vs. out-right-purchase. After 2-3 yrs, we can always upgrade to the newest model, etc. Again, because the copier rep suggests you need a new copier, that doesn't mean you need one; they are salesman/woman just like selling cars...making a sale. In order to be considered for a copier, a justification memo needs to be completed and sent to IM/me for review.
- 8) The **Records Holding Area** is full to capacity. Check with me first before boxing up your records to have them hauled away. We have an off-site storage facility that we pay for storage however, this has been put on hold per LTC Press. He's working on finding us space on Shafter for this purpose. Currently, two offices utilize the off-site storage and pay direct to the vendor with their IMPAC card.
- 9) **Preparing Regulations, SOP's, etc.** All regs/SOP's need to be reviewed by IM (consult me). Then the final will be routed to the Corporate Board for approval prior to being signed / published by Ch, IM. These regulations will be posted to the POH Internet for all to use/see.



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- 10) Civilian Employee Clearance Record, POH Form 5 must be completed by ALL employees that leave the Honolulu District, whether students, temporary, contractor, FTE. Direct technical questions to Lisa Clark, POH-HR, x2072. Form is available on the P:Drive at: P:Forms/FormFlow/POH 5.FRP.
- 11) To get to the POH webpage for POH Regulations/Library/Links:
<http://www.poh.usace.army.mil/elib/infogate.html>
- 12) To get to the POH Intranet: <https://pohinfo> (you'll find: AKO, Cmdr's Policy Memo's, SOP's and more)
- 13) If you have questions about Records Management, refer to the RMgmt Trng, I conducted May 2003 on the RMgmt website at: <http://www.poh.usace.army.mil/pdfs/RecMgt03.pdf>
- 14) Our MARKS AR 25-400-2 is now: ARIMS (Army Records Information Mgmt System):
http://www.army.mil/usapa/epubs/pdff/r25_400_2.pdf
You should all log/register yourselves onto ARIMS at: www.arims.army.mil
- 15) Other information on National Archives & Records Administration provided for you:
<http://www.poh.usace.army.mil/recmgt.asp>
- 16) MOST IMPORTANT, by all means, don't hesitate to call me anytime, 438-6349.**

If you think your staff could utilize these tools/tips, please forward to them.

Have a wonderful day,

Anna Tarrant, Records Manager



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HQ Conference Update, Apr 04

- MARKS is obsolete, use ARIMS.
- Official Mail – report any suspicious mail to your supervisor and security manager immediately, retain for evidence.
- DA may regionalize RHA's, meaning we may need to seek alternate off-site private storage facility for temporary records.



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Office Symbols from HQ

- References:
- EC 25-1-304
- AR 25-1, Chp. 8-5b(1)
- All newly created symbols shall be submitted to HQ-CERM for review/approval prior to publishing.



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POH Website

- A wealth of information can be found at the POH website. Browse the web.
- Contact IM for further information.



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Rec Mgmt Trng Handouts

- Will be available at:

<http://www.poh.usace.army.mil/recmgt.asp>

Click on: Rec Mgmt Briefing, June 2004



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Records Enable You To . . .

A classical architectural frame consisting of two fluted columns supporting a horizontal entablature, set against a blue background.

Properly Transact Government
Business

Make Timely and Informed
Decisions

Accomplish Your Mission



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Thanks for attending!

Contact Anna
438-8349