

Headquarters
Department of the Army
Washington, DC
30 April 2007

**Information Management
Records Management Program**

Applicability. This memorandum applies to Headquarters, Department of the Army (HQDA) and its field operating agencies.

Proponent and exception authority. The proponent of this memorandum is the Administrative Assistant to the Secretary of the Army. The proponent has the authority to approve exceptions or waivers to this memorandum that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or a direct reporting unit or field operating agency of the proponent agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this memorandum by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity’s senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25-30 for specific guidance.

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1. Purpose

This memorandum establishes policies, responsibilities, and procedures for managing records created or accumulated within Headquarters, Department of the Army.

2. References

Required publications are listed below.

- a. AR 25-1, Army Knowledge Management and Information Technology Management. (Cited in paras 4c(1) and 5b.)
- b. AR 25-400-2, The Army Records Information Management System (ARIMS). (Cited in paras 4c(3) and 5a.)
- c. DA Pam 25-403, Guide to Recordkeeping in the Army. (Cited in para 5a.)
- d. Standard Form (SF) 135, Records Transmittal and Receipt. (Cited in para 6c.)

*This DA Memorandum supersedes DA Memo 25-51, 24 July 1995.

3. Explanation of abbreviations and terms

Abbreviations and terms used in this memorandum are explained in the glossary.

4. Responsibilities

a. The Administrative Assistant to the Secretary of the Army (AASA) has overall responsibility for the Army Records Management Program.

b. The Director, Army Records Management and Declassification Agency (RMDA) is the designated HQDA Records Administrator (RA) and will, through the Chief, Records Management Division—

(1) Establish and promulgate necessary operating procedures to effectively control the management of all records created within the HQDA

(2) Provide assistance and technical advice for the management, maintenance, and disposition of records.

(3) Conduct formal ARIMS training courses for supported HQDA activities, and familiarize students with the ARIMS Web-based tutorial, which can be found at <https://www.arims.army.mil/wbt/index.shtml>.

(4) Schedule and conduct periodic records management program evaluations of all supported activities, and prepare written reports of evaluation findings and recommendations.

(5) Approve the transfer of records to the Washington National Records Center (WNRC), when applicable.

(6) Analyze requests for paper and electronic recordkeeping equipment/systems and make recommendations to the requestor.

c. Principal officials of HQDA will—

(1) Perform the responsibilities outlined in paragraph 2–3*j* of AR 25-1 and designate additional records managers (RMs) as required to support FOAs and SSAs.

(2) Provide the HQDA RA a copy of the RM appointment memos.

(3) Establish records management program specific to the staff element that fulfills the requirement of references; ensure that periodic internal reviews of the program are made, and that records are disposed of as prescribed in AR 25-400-2.

(4) Preserve records of permanent value and other records needed to protect the rights and interests of the Army.

(5) Ensure that newly assigned personnel attend an ARIMS training class.

d. Staff-element RMs will—

(1) Maintain, manage, and dispose of their organization's records according to the criteria and procedures established by references cited in paragraph 2 and this memorandum.

(2) Provide assistance to personnel within their organization on the maintenance, management, and disposition of records.

(3) Ensure staff-element personnel have ARIMS training.

(4) Approve staff-element ORLs.

(5) Furnish the HQDA RA with a copy of an ORL for each organizational element down to the office symbol level.

5. Policies

a. All records (hard copy or electronic) created and/or received in the course of doing Army business will be maintained as required by AR 25-400-2. Operational guidance to accomplish this can be found in DA Pam 25-403.

b. The HQDA RA will be consulted concerning the removal of personal files accumulated by senior officials. A briefing describing the difference between personal papers and Federal records can be found on the RMDA Web site at www.rmda.belvoir.army.mil. AR 25-1, paragraph 8–6, provides additional guidance on this issue.

6. Procedures

a. The records official appointment memorandum (para 4*c*(1)) will include, at a minimum, the name,

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telephone number, e-mail address, and office symbol of the designated RM(s). It will be provided to the HQDA RA at the end of each calendar year or when changes occur at USA Records Mgmt and Declassification Agency, ATTN: JDRP-ASR-M, room RDF1J665A, 3071 Army Pentagon, Washington DC 20310-3071.

b. Coordinate the following with the HQDA RA:

(1) Requests for exceptions to established policy.

(2) Planning for or update of any electronic or paper recordkeeping equipment/systems.

c. Standard Form 135 (Records Transmittal and Receipt), which is used to transfer records to the WNRC, will be prepared and forwarded to the HQDA RA for review, assignment of an accession number, and signature (when applicable).

Glossary

Section I Abbreviations

AEA

Army Electronic Archives

AASA

Administrative Assistant to the Secretary of the Army

ARIMS

Army Records Information Management System

DA

Department of the Army

DOIM

Director of Information Management

FOA

field operating agency

HQDA

Headquarters, Department of the Army

ORL

office records list

RA

records administrator

RMDA

Army Records Management and Declassification Agency

SF

Standard Form

SSA

staff support agency

WNRC

Washington National Records Center

Section II Terms

This section contains no entries.

Section III
Special Abbreviations and Terms

This section contains no entries.

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