

Headquarters  
Department of the Army  
Washington, DC  
29 March 2017

**Information Management**  
**Records Management Program**

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**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 a 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 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 HQDA.

**2. References**

See appendix A.

**3. Explanation of abbreviations and terms**

See the glossary.

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\*This DA Memorandum supersedes DA Memo 25-51, 30 April 2007

#### **4. Responsibilities**

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

*b.* The Director, Army Records Management and Declassification Agency will designate a HQDA Records Administrator (RA) who will, through the Chief, Records Management Division—

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

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

(3) Conduct formal Army Records Information Management Systems (ARIMS) training courses for supported HQDA activities and familiarize students with the ARIMS Online Video Tutorials, which can be found at <https://www.arims.army.mil/arims/help/onlinetraining/webtraining.aspx>.

(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 when applicable.

*c.* Principal officials of HQDA will—

(1) Perform the records management and oversight responsibilities outlined in AR 25–1 and designate, in writing, additional records managers (RMs) as required to support field operating agencies and staff support agencies.

(2) Provide the HQDA RA with a copy of the appointment memorandum for the RM.

(3) Establish a RM program specific to the staff element that fulfills the requirement of the references, ensure that internal reviews of the program periodically occur, and make sure 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 of this memorandum.

(2) Assist personnel within their organization with maintaining, managing, and disposing of records.

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

(4) Approve staff element office records list.

(5) Give the HQDA RA a copy of the office records list for each organizational element down to the office symbol level.

#### **5. Policies**

*a.* All records (hardcopy 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 requirement is in DA Pam 25-403.

*b.* The HQDA RA will be consulted when removing personal files senior officials have accumulated.

*c.* Detailed information about personal papers can be found at <https://www.rmda.army.mil/records-management/rmda-rm-training.html>. AR 25–1 provides additional guidance on this issue.

#### **6. Procedures**

*a.* The RM appointment memorandum (para 4c(1)) will include, at a minimum, the name, telephone number, e-mail address, and office symbol of the designated RMs. It will be provided to the HQDA RA at the end of each calendar year or when changes occur. Send copies of appointment memorandums to U.S. Army Records Management and Declassification Agency, Room 102, Casey Building, 7701 Telegraph Road, Alexandria, Virginia 22315–3860.

*b.* Coordinate the following with the HQDA RA:

(1) Requests for exceptions to established policy.

(2) Changes in incoming and outgoing HQDA principal officials and principal deputies.

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

## Appendix A

### References

#### Section I

##### Required Publications

**AR 25-1**

Army Information Technology (Cited in para 4c(1).)

**AR 25-400-2**

Army Records Information Management System (ARIMS) (Cited in para 4c(3).)

**DA Pam 25-403**

Guide to Recordkeeping in the Army (Cited in para 5a.)

#### Section II

##### Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication. Unless otherwise indicated, Department of the Army publications are available on the APD Web site (<http://armypubs.army.mil>).

**AR 25-30**

Army Publishing Program

#### Section III

##### Prescribed Forms

This section contains no entries.

#### Section IV

##### Referenced Forms

SFs are available on the GSA Web site (<http://www.gsa.gov>).

**SF 135**

Records Transmittal and Receipt

## **Glossary**

### **Section I**

#### **Abbreviations**

**ARIMS**

Army Records Information Management System

**DA**

Department of the Army

**HQDA**

Headquarters, Department of the Army

**RA**

records administrator

**RM**

records manager

**SF**

standard form

### **Section II**

#### **Terms**

This section contains no entries.

### **Section III**

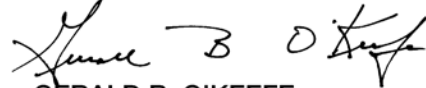
#### **Special Abbreviations and Terms**

This section contains no entries.

By Order of the Secretary of the Army:

**MARK A. MILLEY**  
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*Chief of Staff*

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Distribution:

This publication is available in electronic media only and is intended for HQDA and its field operating agencies.