



The Army Center of Excellence, Subsistence (ACES)

## A Dining Facility Guide to The Army Records Information Management System (ARIMS)

### NOTICE

The purpose of this guide is to assist the Food Operations Sergeant (FOS) when managing their records and files in the Dining Facility. It was written in response to numerous requests for assistance received by ACES as a result of the conversion to ARIMS.

**Examples used in this guide are examples only.  
They are NOT mandatory.**

The FOS may use the examples in this guide, modify the examples in this guide, or create their own method of identifying and retrieving records in their dining facility in accordance with AR 25-400-2, The Army Records Information Management System (ARIMS).



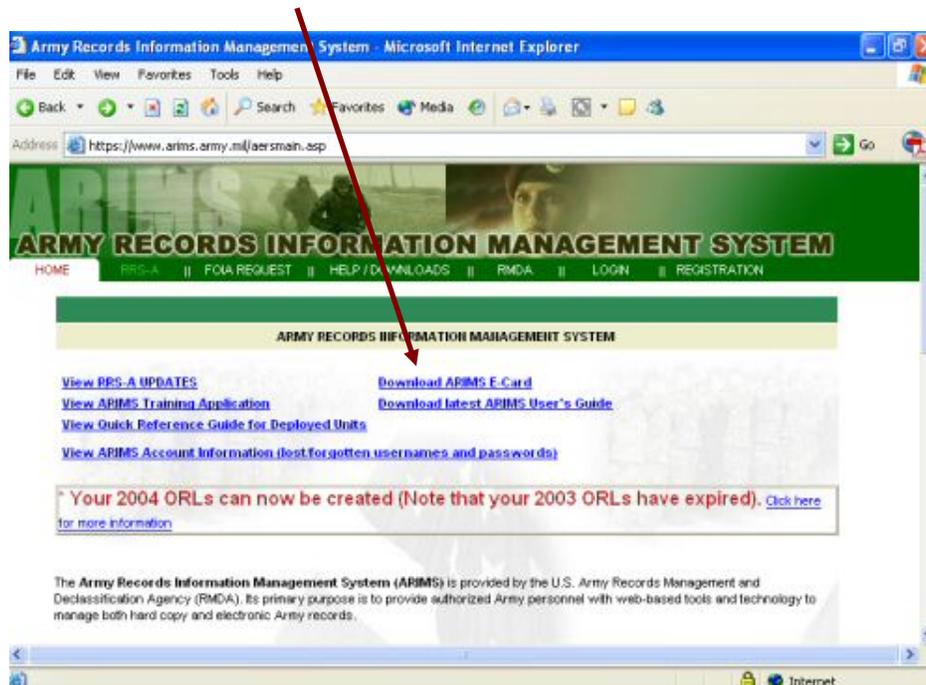
## A Dining Facility Guide to the Army Records Information Management System (ARIMS)

Having difficulties with ARIMS? File labels giving you problems? Which AFMIS reports are to be filed? How long do I keep dining facility files and when can I destroy them? Confused? Well, you may be surprised to know that records keeping and records management is much simpler than it looks.

The records keeping and records management process for the dining facility has become much easier to accomplish since the change from MARKS to ARIMS, effective date: 18 April, 2003. To help you with your dining facility records and filing procedures, we have provided the following dining facility guide to the Army Records Information Management System (ARIMS):

The **FIRST** step to effective records keeping and management is to ensure that the Food Operations Sergeant (FOS) and the records clerk tasked with records keeping **read** AR 25-400-2 (ARIMS). This regulation can be viewed and/or downloaded from the U.S. Army Publishing Agency (USAPA) at: <http://www.usapa.army.mil>

The **SECOND** step is to access and become familiar with the ARIMS website at: <https://www.arims.army.mil> (we will discuss some of the highlights of this website later in this guide). On this website you will find a multimedia guide called E-Card. E-Card will guide you through the many functions found in ARIMS. You can either view the guide, or download it to your computer for future use and training. For those who would rather read than view a multimedia presentation, the ARIMS website offers a downloadable Users Guide (in MS Word format). The E-Card and ARIMS Users Guide links are found on the ARIMS Homepage. (See example below.)



To assist you in understanding ARIMS, we have divided the following guide into 4 separate sections:

**Section 1 – AR 25-400-2 (ARIMS) Highlights.** This section highlights the areas in AR 25-400-2 (ARIMS) that the Food Operations Sergeant (FOS) and personnel responsible for records review, evaluation, and management should be familiar with to effectively setup and maintain records and files.

**Section 2 – Dining Facility Filing Guidance.** This section will provide an explanation and examples of effective files setup, file labeling, and files management.

**Section 3 – ARIMS Website.** This section will provide a short guide to using the ARIMS website for obtaining Records Retention Schedules, Army (RRS-A), to include, a brief description of the tools available on the ARIMS website.

**Section 4 – Dining Facility Records Management Tools.** This section provides a variety of tools for the dining facility to use when setting up and managing their records and files. Tools available are: Sample Office Records Lists (ORL), Lists of DA/DD Forms, AFMIS/AHC reports used in the dining facility with file references, and the ability to modify/print file guide labels and folder labels.

## **SECTION 1 AR 25-400-2 (ARIMS) Highlights**

### **Introduction**

#### **1-7. Principles of ARIMS**

a. ARIMS focuses on the management of long-term and permanent records and allows the business process to manage the short-term records. It addresses only the record copy of information; all other copies of the same information may be disposed of when no longer needed for business not to exceed the time that the record copy is kept. ARIMS simplifies recordkeeping for individuals; shifts retention and disposition burdens to records holding areas (RHAs); improves records processing for deployed units in contingency operations (CONOPS); and provides a host of support services and automated tools on the Web.

**What does this mean to the dining facility?** Most of your records will be managed by you, the dining facility Food Operations Sergeant (FOS) (business process). ARIMS only requires a minimum of information on short-term records for identification: which is the majority of the forms and AFMIS reports used in the dining facility. This will simplify your dining facility records management - In short: Keep it simple.

**An Example of the above is** - The Kitchen Requisition and Returns Worksheet used by the shift during production. Once the information from this worksheet is entered into AFMIS and the Kitchen Requisition and Returns Report is printed, the worksheet can be disposed of. There is no business need to retain the worksheet; however, should the dining facility FOS (business process) wish to keep the worksheet for whatever reason, it will not be kept longer than the time the Record copy (Kitchen Requisition and Returns Report) is kept.

c. The disposition instructions for all records are categorized as two types of records. The first type is for records that have no value beyond the business process; these are usually short-term records. The second type is for records that have value beyond the business process such as for historical, lessons learned, or research purposes; these are generally long-term records. Disposition instructions are coded and begin with the letter "K" for keep or "T" for transfer, followed by an "E" for event when applicable.

- **All K codes** apply to short-term records that are kept according to the business process until no longer needed (or until no longer needed for business after an event occurs) not to exceed 6 years.
- **The T codes** apply to long-term (retentions over 6 years) and permanent records, with a few exceptions for records involving individual rights and interests.

**Example:** K6 means a record is kept until no longer needed for business but no longer than 6 years; KE6 means a record is kept until no longer needed for business but no longer than 6 years after a specific event occurs. Same would apply, except records will be transferred and not destroyed, to T code records, such as, T2 or TE2. TE2 means a record is transferred when no longer needed for business after a specific event occurs.

**NOTE:** If there are dining facility records with a specific event, they will be explained later in this guide.

d. 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.** However, these records should not be kept longer than 6 years (or 6 years after an event occurs). The retention and disposition of T records are applied by the servicing Records Holding Area (RHA) or the Army Electronic Archives (AEA) to which the records are transferred.

## Identifying Recordkeeping Requirements

### 2-1. Prescribing directives

a. Proponents of prescribing directives (see AR 25–30, para 3–1) will ensure that Army regulations and DA pamphlets identify records required to support their business processes. These are the records that are created or received when carrying out the missions or functions of the programs prescribed therein.

- At a minimum, identification of the records should include a description of each record category, to indicate which are transfers (T) and which are keep (K) records.
- In addition, the retention periods for K records, placed in the standardized K6 or KE6 category, will be stated in the prescribing directive; for example, if 2 years is the time required to meet the business needs of a specific record, that is how long the record will be kept.



Now that we have made it this far, we need to introduce the dining facilities prescribing directive for records management, DA Pam 30-22, and what it currently prescribes:

#### **DA PAM 30-22**

##### **1-5. Files**

Files and the disposition of all documents related to Army garrison food service, the Army field feeding system, and troop issue support activity operations are maintained in accordance with AR 25–400–2.



This was written prior to the conversion from MARKS to ARIMS and presented several difficulties when managing records under ARIMS. The Army Center of Excellence, Subsistence (ACES) began the process of updating DA Pam 30-22 to DA Pam 30-22 (Change 1). For instance: “K code records are kept until no longer needed for conducting business, but no longer than 6 years” was just not enough information to effectively manage files in the dining facility. Change 1 will prescribe the following:

#### **DA Pam 30-22 (Change 1)**

##### **1-5. Files**

a. All documents and file records related to Army garrison food service, the Army field feeding system, and troop issue support activity operations are maintained and disposed of in accordance with AR 25-400-2, Army Records Information Management System (ARIMS).

b. Disposition instructions contained in ARIMS refer to records being kept until "no longer needed for conducting business", then dictate further disposition.

c. For the purpose of the Army Food Program, "no longer needed for conducting business" is defined as "a minimum of six months active, then six months inactive" for all Keep (K) category records with no events and with assigned records retention duration of zero, with the following exceptions:

- 1) For ARIMS record numbers 30-22c, 30-22bb, 30-22e, 30-22f2, 30-22g, and 30-22r, "no longer needed for conducting business" is defined as a "minimum of one year active, then one year inactive".
- 2) For ARIMS record numbers 30-22j and 30-22k, "no longer needed for conducting business" is defined as "six years".

d. All Transfer (T) category records will use the ARIMS Records Retention Schedule, Army (RRS-A) for records dispositions. Transfer (T) category records with a disposition of "no longer needed for conducting business" will be managed as follows:

- 1) For records with a scheduled retention period of two or more years will be held in the Current Files Area (CFA) for a minimum of two years. Review records annually.
- 2) Records that have met the required 2 year requirement and are determined to be "no longer needed for conducting business" will be transferred to the Records Holding Area (RHA).
- 3) When a DA Form 3032 is used as a deferred payment vehicle (generally in emergency situations) it will be maintained in the same manner as DD Form 1544 (ARIMS record number 30-22a) See paragraph 3-27.



**Dining facilities may begin using** the prescribed directive above until DA Pam 30-22 (Change 1) is published. Please note that the above prescribed directive may undergo minor adjustments prior to final publication of Change 1. Any minor adjustments made will be posted to this website prior to final publication.

## AR 25-400-2 (ARIMS) Highlights - Continued

### Filing Procedures

#### 5-3. Examining, assembling, and fastening hardcopy records

a. Examine records prior to filing to ensure all actions are complete and eliminate unnecessary attachments such as used envelopes, routing slips that bear no essential information, and extra copies. If any essential information is missing and unable to be located, include a note of the action taken to obtain the information and file it with the action.

#### 5-4. Using guides and folders

- a. Use guides to divide records and to identify subdivisions to ease filing and retrieval.
- b. Use folders to consolidate, retrieve, and protect the records.

**Note:** Many of the records and folders used in the dining facility will require the use of guides. (Most personnel use the term “dummy folder”. The term guide or file guide should be used in place of this term. The term “Dummy Folder” is not a recognized term used in ARIMS.) Labeling file guides and folders will be discussed later.

#### 5-5. Arranging records

Unless specified by the prescribing directive, records should be arranged in a manner that **best suits the business or reference needs of an office** except that records not covered by a Privacy Act (PA) System Notice will not be arranged to permit retrieval by personal identifier (that is, name, social security number, date of birth). Only records covered by the system notices published in DA Pam 25–51 may be arranged for retrieval by personal identifier.

**Note:** The arrangement of dining facility records should not only suit the dining facilities business or reference needs, but should also keep in mind the easy retrieval of records by inspecting/evaluating personnel, such as, Food Management Assistance Teams, Philip A. Connelly evaluators, Food Advisory staff, and records Action Officers.

#### 5-10. Office records lists

a. Office records lists (ORLs) **are optional** and may be prepared using the Records Manager Assist (RM Assist) in ARIMS. These lists are primarily used to identify long-term and permanent records for transfer or retirement and to ensure that the records listed thereon identify and document the business of an

office or unit. The ORLs contain ARIMS record categories, titles, numbers, disposition codes, duration, permanent retention, disposition authority, PA number, and status.

- ORLs prepared without the RM Assist should include at a minimum the ARIMS record titles, disposition codes, and the PA numbers, if applicable.

**Note:** To use the RM Assist in ARIMS, you must register for a login. We will cover more of this function in ARIMS website tools.

## **Labeling Procedures**

### **6-1. ARIMS record titles**

The record titles listed in the ARIMS RRS–A or on the AEL CD–ROM (EM 0001) identify records for filing, reference, and legal disposition authority. These titles provide an overall identification of the types of records that must be created and maintained in accordance with prescribing directives but are not required to be used for office labeling purposes. Labels may be created using the records titles in ARIMS or with working titles that best fit the business/reference use of the records in an office, or both.

### **What does this mean to the dining facility (business)?**

It simply means that titling (labeling) your records in the dining facility are up to you: the business/office creating the records. What is the BEST method of labeling your records and files for easy identification and retrieval? By creating your own titles? Or by using a combination of both: the ones you create and the ones printed in ARIMS? These are questions we will try to answer when we begin standardizing the labeling process for the dining facility.

### **6-2. Labeling**

a. All folders and containers used to store official records, including records in electronic form, will be labeled. Records will be identified clearly by marking, designation, electronic labeling, or if physical marking of the medium is not possible, by some other means of identification. The term “labeling” is intended to include all methods of identification and is meant to apply to all record material, no matter how recorded (paper, microfiche, electronic, an so on).

- **Labeling may be accomplished in any manner that best suits the business needs of an office** except that labels will include the letter “K” for records that will be managed entirely within the office or the letter “T”

for those that will be transferred to an RHA or to the AEA and the year of creation.

- In addition, labels for records covered by a PA System Notice will include the PA System Notice number corresponding to those records identified in the RRS-A or on the CD-ROM (EM 0001).

**b. Methods of labeling are at the discretion of the office of record** and may include anything from typewritten or computer-generated labels to writing or printing directly on folders or containers with colored pens or markers. Electronic labeling may consist of anything from the naming of shared agency folders or separately managed folders at the office/individual level to a detailed index of single documents (or spreadsheets, database files, and so on) that provides references or links to associated material for a complete record.

- Offices or units with an ORL on file in ARIMS may use the RM Assist to printout labels from that list regardless of whether or not a review by the agency records officer was completed. Label printouts from the RM Assist in ARIMS contain the disposition code, the ARIMS record title, current year, disposition instructions, and PA System Notice number if applicable.
- These labels also contain bar codes used by RHA staff for indexing and tracking the records once they are transferred to that facility. The labels may be modified to identify further the records and/or specify business needs so long as the bar codes are not obstructed (see fig 6-1).

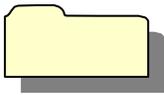
Label printouts using RM Assist with modifications (working titles, business need retention, and security classification):	Labeling of the same records not using RM Assist:
 <b>KE: Office inspections and surveys-Records Survey (03)</b> Keep until next comparable inspection or survey, then destroy.	<i>K: Records Survey (03)</i>
 <div style="text-align: center;"><b>SECRET</b></div> <b>KE: Office classified material inventories-Smith, T. (03)</b> PA: A0001DAMI Keep until next inventory, then destroy.	<div style="text-align: center;"><b>SECRET</b></div> <i>K: Smith, T. - Classified Document Inventory (03)</i> <i>PA: A0001DAMI</i>
 <b>T: Crime Prevention Program-Office in charge (03)</b> <b>of directing or developing the program-National Capital Region</b> Keep until no longer needed, then transfer to RHA.	<i>T: National Capital Region (03)</i>
 <b>T: Criminal investigation data references-Cards (03)</b> sent to CRC <b>Hood, Robin</b> PA: A0190-45DAMO Keep until no longer needed.* then transfer to CRC. *2 years	<i>T: Hood, Robin (03)</i> <i>PA: A0190-45DAMO</i>

Figure 6-1. Sample labeling of records

c. When there are several folders, drawers, or other containers with records under the same category, **only the first folder, drawer, or container needs to show all of the required label information**; the remaining folders,

drawers, or containers need only be identified by the name, number, or other feature identifying the contents.

- Labels may be placed anywhere on folders, disks, tapes, drawers, containers, and so on, that are suitable and visible for easy identification and retrieval of records.
- A more uniform system of label placement may be established if desired (i.e., folder labels will be placed on the top left corners for mission files and on the top right for housekeeping files, container labels will be placed front and center and identify the contents of each drawer or shelf).



**How would the dining facility label their records?** Again, file labeling “**may be accomplished in any manner that best suits the business needs of an office**”; however, you must include information required by ARIMS, such as, the examples in figure 6-1 above: Record disposition code, Record title (either ARIMS title, office created title, or both), Current year (Calendar/Fiscal year created), Privacy Act System Notice (if applicable), and Disposition instructions. Remember, the goal is **to keep it simple**. Too much information on a file label can hinder identification and retrieval. We will discuss this in further detail and provide an example after we discuss disposition instructions.

## **Chapter 7**

### **Applying Disposition Instructions**

#### **7-1. Disposition standards**

- a. All records are divided into two categories: Transfer (T) records and Keep (K) records. The transfer records are saved beyond their usefulness as business records and the keep records are saved only to serve the business needs. Any scheduled information that is not a T record is a K record.
- b. The disposition and retention of K records are applied in the office of record according to business needs or according to the prescribing directive if the business needs are specified therein. These records are kept in the office until they are no longer needed to support the business process for which they were created or received, but not longer than 6 years or 6 years after an event occurs. This does not mean, however, that all K records should be kept for a period of 6 years.
  - Although six years is the maximum retention that applies to K records, most if not all K records in an office will be kept less than 6 years.

- Records should be managed daily or at regular intervals (i.e., monthly, quarterly, annually) as business needs dictate and held until no longer needed for further business use so long as the oldest record does not become more than 6 years old.
- Records with dispositions based on an event may need to be kept in the office for a total period of time longer than 6 years. These records remain in an “open” or “active” status until a specific event occurs; after that, they are kept for a period of up to 6 years to serve the business use. **For these types of records, the retention period does not begin until the records become “closed” or “inactive” and then, either immediately on that date or at regular intervals are destroyed or held for a time (not exceeding 6 years) to meet business needs.** For example, a research project may be in an active status for 4 years, then in inactive status for 3 years for business use, for a total period of 7 years.

**NOTE:** (The “active” and “inactive” standards will apply to dining facility records IAW the prescribed directives, DA Pam 30-22 (Change 1), discussed earlier.)

c. The disposition and retention of T records are applied at the RHA or AEA to which the records are transferred. **Hardcopy records with a T code disposition may be sent to an RHA at any time after they are no longer needed for business**, usually after 2 or 3 years. Electronic T records bound for the AEA may be sent as soon as they are complete. The RHA and AEA personnel will apply and/or determine the proper disposition and retention for the records according to the bar coded information on the labels, ORLs on file in ARIMS, or according to mission and function statements or lists of prescribing directives.



**Food Operations Sergeants (FOS) and personnel responsible for record keeping, records management, and records evaluation should become familiar with AR 25-400-2 (ARIMS).** The information provided above **ONLY** highlights the areas that may help eliminate misunderstandings when dining facilities create, review, maintain, and manage their records.

## **SECTION 2**

### **Dining Facility Filing Guidance – File Labeling**

Now that we have covered several KEY areas of AR 25-400-2 (ARIMS), you should be sufficiently equipped to properly setup your files, create appropriate file labels for easy identification and retrieval, and manage your files. In this section, we will discuss how to “put it all together”.

**Let us first review the prescribed directive, DA Pam 30-22 (Change 1):**

#### **1-5. Files**

a. All documents and file records related to Army garrison food service, the Army field feeding system, and troop issue support activity operations are maintained and disposed of in accordance with AR 25-400-2, Army Records Information Management System (ARIMS).

b. Disposition instructions contained in ARIMS refer to records being kept until “no longer needed for conducting business”, then dictate further disposition.

c. For the purpose of the Army Food Program, “no longer needed for conducting business” is defined as “a minimum of six months active, then six months inactive” for all Keep (K) category records with no events and with assigned records retention duration of zero, with the following exceptions:

- 1) For ARIMS record numbers 30-22c, 30-22bb, 30-22e, 30-22f2, 30-22g, and 30-22r, “no longer needed for conducting business” is defined as a “minimum of one year active, then one year inactive”.
- 2) For ARIMS record numbers 30-22j and 30-22k, “no longer needed for conducting business” is defined as “six years”.

d. All Transfer (T) category records will use the ARIMS Records Retention Schedule, Army (RRS-A) for records dispositions. Transfer (T) category records with a disposition of “no longer needed for conducting business” will be managed as follows:

- 1) For records with a scheduled retention period of two or more years will be held in the Current Files Area (CFA) for a minimum of two years. Review records annually.

- 2) Records that have met the required 2 year requirement and are determined to be “no longer needed for conducting business” will be transferred to the Records Holding Area (RHA).
- 3) When a DA Form 3032 is used as a deferred payment vehicle (generally in emergency situations) it will be maintained in the same manner as DD Form 1544 (ARIMS record number 30-22a) See paragraph 3-27.

It is important that you understand the above prescribed directive because it will determine how you will setup your files, label your files, and store your records in the dining facility. For instance, you will need the proper equipment, the proper materials, and the space for file storage. Supplies available from the Federal Supply Schedule should be used to maintain hardcopy records.

Let's first look at the filing cabinet that your records are stored IAW the prescribed directive, DA Pam 30-22 (Change 1):

### 1) File Storage.

- Use one file drawer for General correspondence files and Transfer (T) category files. (These files, if possible, should be filed separate from your dining facility operations Keep (K) category files because of the differing year, type, duration, and disposition instructions.)

**NOTE:** You may require a separate filing cabinet - one for Fiscal Year Files and one for Calendar Year files depending upon the volume of each of these files; however, if budget and office space prohibits this, then ensure you separate and clearly mark the separation of Calendar Year Files from Fiscal Year Files and Transfer records from K records.

- Use **TWO** file drawers for the majority of your dining facility files: One for “6 month Active” records and one for “6 month Inactive” records. (The volume of records created under these Records Numbers will require an entire file drawer for each.) Examples are: Production records, Headcount records, Inventory records, etc.
- You may or may not need two separate file drawers for “1 year Active” and “1 year Inactive” files depending upon the volume created in the dining facility. If only one drawer is used for both, then identify and separate both files by using file guides CLEARLY marked Active and Inactive.

And,

- Use one file drawer for your 6 year (K) files if possible. (These files should remain separate from your 6 month and 1 year files. CLEARLY mark and divide each annual set of records, i.e. (04), file guide, (05), file guide, (06), file guide, etc., for easy identification, retrieval, and/or disposal.)

**NOTE:** The number of file drawers you require will depend on the volume of records created at your dining facility. You must determine if you will need one filing cabinet, or two. Remember, good records management means EASILY identifying and retrieving records from your filing cabinet(s).

## 2) File Organization.

- 6 month active and 6 month inactive files should be “grouped” for ease of review, retrieval, and management of records. This means: Fiscal Year files and Calendar files are combined into two separate groups, they are:
  - a) Group 1-FY Files: 1 October through 31 March.
  - b) Group 2-FY Files: 1 April through 30 September.
  - c) Group 1-CY Files: 1 January through 30 June.
  - d) Group 2-CY Files: 1 July through 31 December.

### How it works and why:

- ✓ Let’s say we are starting a new fiscal year on 1 October, 2004 (**05-“Fiscal Year”**) and will need to file our 6 month reports for October, November, December, and so forth. Our first set, or group, of records will be 6 month active records and filed in the 6 month active file drawer: **as a group**. Once the last report dated 31 March, 2005 (**05-Fiscal Year**) is filed, the entire group of records will move to and become the “6 month inactive” files.
- ✓ Files created and beginning 1 April, 2005 now become the “6 month active” files. Once the last file dated 30 September, 2005 (**still a 05 Fiscal Year file**) is filed, this group of records will move to and replace the previous 6 month inactive files dated 1 October, 2004 through 31 March, 2005. **Files are rotated as a group in this manner for ease of management.**
- ✓ Records that have reached the end of their 6 month inactive period are now considered “no longer needed for conducting business” and can be disposed of IAW AR 25-400-2, Chapter 7-4, Records Disposal.

**NOTE:** (If you were to rotate files individually or by the month, and not as a group, you would need to manage a 6 month active and 6 month inactive set for each file or month of files. This would require more time and space than is required to properly manage your files.)

## **2) File Organization – Continued**

- 1 year active and 1 year inactive files are grouped and managed in the same manner as 6 month files, except that they are rotated from active to inactive on a Calendar/Fiscal year basis. At the end of the 1 year inactive period, these files are considered “no longer needed for conducting business” and can be disposed of IAW AR 25-400-2. (Total retention of 2 years.)
- 6 year files are grouped and managed annually. At the end of the 6 year retention period the file or group of files are disposed of IAW AR 25-400-2., i.e., a file or group of files created in Fiscal Year 2005 are retained until the end of Fiscal Year 2011, (Total retention of 6 years.)

**NOTE:** Should the Food Operations Sergeant determine that inactive records ready for disposal are still needed for conducting business, such as, for planning, internal audits, etc. then he or she may keep those records for a determined period of time needed, but not longer than 6 years. If you do keep records after their inactive period, we suggest that you review these records quarterly. Any records not used for their intended purpose should be disposed.

**3) Records Identification and Retrieval.** Now that we have organized our records management needs (number of file cabinets and drawers required and groups of records identified – 6 month, 1 year, 6 year groups), we can now begin the process of identifying records for filing. We accomplish this through effective labeling:

- First, ensure that your file cabinet drawers easily identify its contents. We suggest labeling these drawers with ARIMS Record Numbers and ARIMS Record Titles only. These labels will correspond to the “file guide labels” we will create for our files in the file drawers. (It is not necessary to list every record in the file drawer on the file drawer label. Our goal is to keep it simple for easy identification and retrieval.) See Chapter 6-2, paragraph c.

**Example 1:** In this example, we will use a 4 drawer filing cabinet containing Fiscal Year files only. A separate filing cabinet will be used to hold our Calendar Year and Transfer category files.

<b>Drawer 1 Label</b>	<p><b>K: 6 MONTH ACTIVE FILES (FYXX)</b></p> <p>30-22d Dining facility operations          30-22h Ration request, issue, delivery, and account status files          ETC...</p>
<b>Drawer 2 Label</b>	<p><b>K: 6 MONTH INACTIVE FILES (FYXX)</b></p> <p>30-22d Dining facility operations          30-22h Ration request, issue, delivery, and account status files          ETC...</p>
<b>Drawer 3 Label</b>	<p><b>K: 1 YEAR ACTIVE FILES (FYXX)</b>  <b>K: 1 YEAR INACTIVE FILES</b></p> <p>30-22c Dining facility reviews          30-22e Food program projects          ETC...</p>
<b>Drawer 4 Label</b>	<p><b>K: 6 YEAR FILES (FYXX)</b></p> <p>30-22j Food facility establishment files          30-22k Facility and equipment layout reviews          ETC...</p>

The example above assumes an ideal situation: able to separate files into several filing cabinets with the office space to store records; however, you may not have the space available for 2 or more filing cabinets or the ability to separate records, so all of your files must be filed and stored in one filing cabinet. If this is the case, you will need to identify file separations within your file drawers, such as:

**Example 2:** In this example, we will use a 4 drawer filing cabinet for **all** files: both Calendar/Fiscal Year and K/T records.

**Drawer 1 Label**

<b>FOOD PROGRAM FILES (YEAR)</b>	
<b>Calendar Year: (KE)</b>	
30 General food program correspondence files	
30-22b Menus files	
ETC...	
<hr/>	
<b>Fiscal Year: 6 Year files (KE)</b>	
30-22j Food facility establishment files	
30-22k Facility and equipment layout reviews	
ETC...	

**Drawer 2 Label**

<b>FOOD PROGRAM FILES (YEAR)</b>	
<b>Calendar Year: 6 Months Active (K)</b>	
30-22ff Field ration request, production, control sheet, and feeder report files	
30-22m Unsatisfactory subsistence files	
ETC...	
<hr/>	
<b>Fiscal Year: 6 Months Active (K)</b>	
30-22d Dining facility operations	
30-22h Ration request, issue, delivery, and account status files	
ETC...	

**Drawer 3 Label**

<b>FOOD PROGRAM FILES (YEAR)</b>	
<b>Calendar Year: 6 Months Inactive (K)</b>	
30-22ff Field ration request, production, control sheet, and feeder report files	
30-22m Unsatisfactory subsistence files	
ETC...	
<hr/>	
<b>Fiscal Year: 6 Months Inactive (K)</b>	
30-22d Dining facility operations	
30-22h Ration request, issue, delivery, and account status files	
ETC...	

**Drawer 4 Label**

<b>FOOD PROGRAM FILES (YEAR)</b>	
<b>Fiscal Year: 1 Year Active (K)</b>	
30-22c	Dining facility reviews
30-22e	Food program projects
ETC...	
<hr/>	
<b>Fiscal Year: 1 Year Inactive (K)</b>	
30-22c	Dining facility reviews
30-22e	Food program projects
ETC...	
<hr/>	
<b>Fiscal Year: 2 Year (T)</b>	
30-22c	Cash receipts
ETC...	
<hr/>	
ETC...	

The objective in presenting the examples above is to:

- 1) Illustrate the importance of easily identifying records stored in file drawers. (In the examples above, you will quickly know what records are maintained in which file drawer by year, if they are K or T records, if they are active or inactive files, and what file titles are in each drawer),
- 2) Illustrate how to show the separation of records and files within the file drawers on your labels (note the line between differing records),

And to,

- 3) Provide you with an example to use when you begin the task of labeling your filing cabinets and drawers. Remember: **Labeling may be accomplished in any manner that best suits the business needs of an office** except that labels will include the letter "K" for records that will be managed entirely within the office or the letter "T" for those that will be transferred to an RHA or to the AEA and the year of creation. (See 6-2 Labeling.)

**4) Folder Identification and Retrieval.** Although you can quickly view the filing cabinet drawer labels for information about records within the file drawer, it does not provide you with information about the individual files that fall into each Record Title. There are two ways you can accomplish this:

- 1) By creating an Office Records List (ORL) "optional". (See 5-10 Office records lists.)

Or by,

- 2) Creating a Files Index. (See 6-2 Labeling, paragraph b.)

**NOTE:** Creating an ORL from the ARIMS website has many advantages, but it also has disadvantages when applied to dining facility K code records. (See Section 3 of this guide.) We suggest creating a File Index for your records.

**Example:** Below we have created a sample Files Index for records maintained in your filing cabinet(s).

Location	Record No.	Record Title	Disposition Year Type	Folder Title
File Drawer 1	30	General food program correspondence files	(KE6) CY	Memorandum for Record – Subsistence Support of Field Exercise
				Food Service Flasher Message #0104
	30-22b	Menus files	(KE6) CY	Master Menu
				Cyclic Menu
<b>Continue list for all folders in File Drawer....</b>				
File Drawer 2	30-22m	Unsatisfactory subsistence files	(K) 6 month Active/6 month Inactive CY	DA Form 1608-R (Unsatisfactory Material Report)
				DA Form 3034 (Production Schedule)
	30-22d	Dining facility operations	(K) 6 month active/6 month inactive FY	AFMIS-AJK-421 (Production Schedule Report)
				DA Form 3032 (Signature Headcount Sheet)
<b>Continue list for all folders in File Drawer....</b>				

Note in the example above that the goal is to identify records (by folder titles) that fall into particular areas within the file drawer. Using a File Index should help you locate records (files) quickly and without unnecessary “flipping” through folders to find a certain document.

- A File Index should be tailored to your filing needs, i.e., equipment and space available, volume of records created, how your file drawers are setup, etc.
- A Master File Index can be created and stored as the “First” document in the first file drawer for easy viewing and retrieval, posted in a place in your office for easy viewing and retrieval, or created and stored on your computer for easy access, retrieval, viewing, and/or printing if needed.
- A File List can be created for each file drawer and stored as the first document in the drawer if needed or required. (Optional)

(Provided in Section 4 of this guide is a “Draft” File Index that you can modify to your particular office filing requirements.

**5) File Identification – Labeling file guides and file folders.** We’ve made it this far. We have our file cabinet setup and labeled; and, we are equipped with a File Index indicating where our files are located within the file drawer. Now we can get to the task of creating our file guide labels and our records folder labels.

This part of this section we saved for last because it seems to be the area that causes the most confusion and misunderstandings. If we look back, we should note the objective of ARIMS is to:

- Simplify records keeping, records retrieval, records management, and records disposal for the individual (office, business, dining facility).

**So what does this mean to the dining facility creating file labels?** It means, “Keep it simple”. Creating labels with too much information (listing everything on the label to match what is found in the Records Retention Schedule), or trying to create labels to match the old MARKS system is far too cumbersome and confusing, so the following guidance is provided:

- How you label your records is essentially up to you, as long as, your labels have the information required by ARIMS. (See 6-2 Labeling.)
- When creating your labels, remember the personnel who may need to retrieve files, such as, reviewers, evaluators, etc.

- When there are several folders, drawers, or other containers with records under the **same category**, only the first folder, drawer, or container needs to show all of the required label information; the remaining folders, drawers, or containers need only be identified by the name, number, or other feature identifying the contents. (See 6-2 Labeling, paragraph c.)

With this in mind, how should you label your dining facility records?

- With minimum information possible while maintaining clear identification of records, with all required information on the **file guide label**; and, with information on individual folder labels within records categories that describe the contents folders, such as the examples below:

**File Guide Labels -**  
(ARIMS Standard)

**K** Dining facility operations (04)  
NA  
Keep until NLN, NTE 6 YR, then destroy

**File Guide Labels –**  
(ARIMS Standard w/  
additional info.)

**K** 30-22d Dining facility operations (04)  
NA  
Keep until NLN, NTE 6 YR, then destroy  
6 MO ACTIVE/ 6 MO INACTIVE

**File Folder -**  
(In same category)

30-22d **DA Form 3034** (04)  
Production Schedule  
**October** (1<sup>st</sup> through 15<sup>th</sup>)

**OR**

**File Folder -**  
(In same category)

30-22d **Production Schedule** (04)  
DA Form 3034  
**October** (1<sup>st</sup> through 15<sup>th</sup>)

Note in the example above that File Guides have ALL the information required by ARIMS, and File Folders only have information needed to identify the contents of the folder. This is all that is required to effectively manage records in your dining facility.

We included information from the prescribing directive, DA Pam 30-22 (Change 1), on the second file guide label to assist with the disposition of such records and suggest placing the same information on your file guide labels for record numbers indicated in the directive.

We also presented two variations to the same file folder label and included the Record Number and Current Year. Adding the record number and current year should help identify “where” the folder is filed and in “what” year it belongs.

Although it is not required, IAW AR 25-400-2 Chapter 6, to label your file drawers, records, file guides, and folders in the **same manner** as the examples presented above, we believe that a “standard” should be set and followed for effective records management in your dining facility.

### **SECTION 3**

#### **The Army Records Information Management System (ARIMS) Website**

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

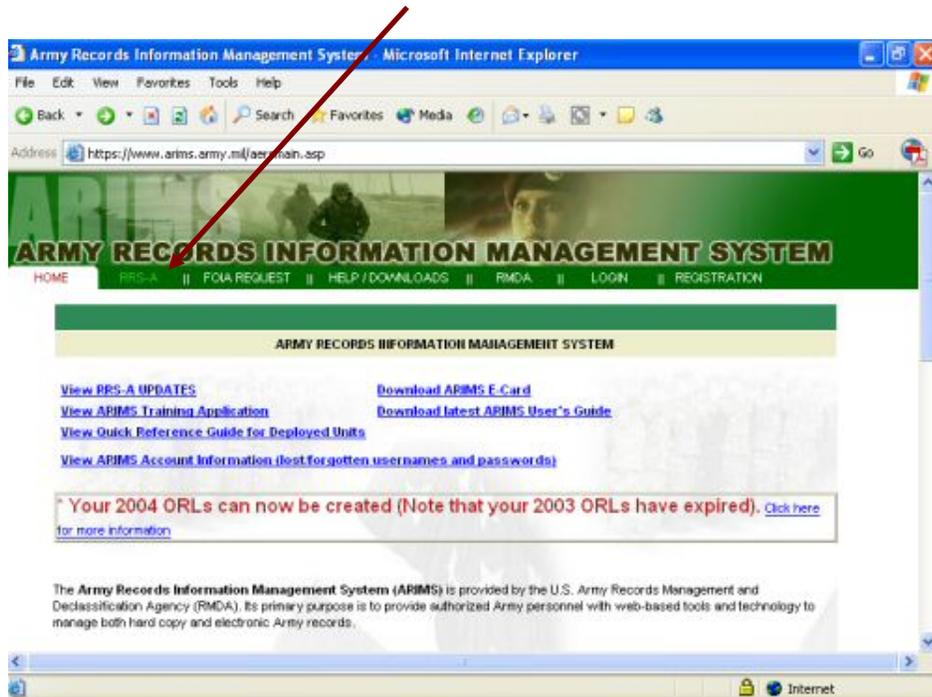
In this section we will discuss how to access ARIMS Records Retention Schedules for Army (RRS-A) records, how to access disposition information for required dining facility records, and briefly describe some of the tools available on the ARIMS website.

#### **1) Accessing ARIMS and Searching for Records Retention Schedules.**

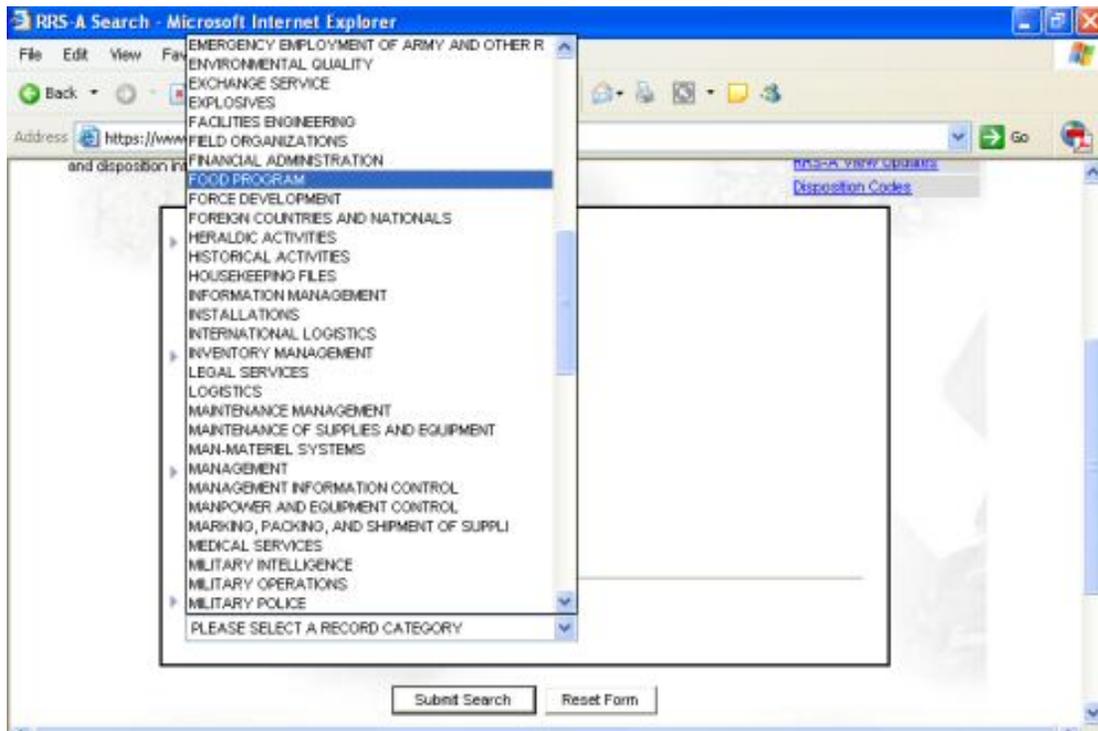
Presented below is a brief overview on how to access and search for records on the ARIMS website.

- To learn more about accessing records, click on and either view or download the E-Card multimedia guide, or click on the link to the ARIMS guide found on the ARIMS Homepage. These two guides will provide you with ALL the information necessary to use the ARIMS website.

Once you have accessed the ARIMS website, look for the **RRS-A** tab located near the bottom top of the page. (Under the banner and next to the Home tab.)



Click on this tab to begin a “search” for dining facility records. When the next page is displayed, scroll down (if needed) and click on the “search by category” dropdown option. Select the Food Program option.



The next page will display a list of ALL records pertaining to the Army Food Program. To search for a record pertaining to the dining facility only (instead of scrolling through each list), type in the record number you want to view in the search box provided.

The screenshot shows the Army Records Information Management System search results page. The search box contains the text '30-22w'. The results are displayed in a table with the following columns: REC. CATEGORY, REC. TITLE, REC. TYPE, DUR, PERM, DISP. AUTH, PRIV. ACT NO., REC. HUM., and PRES. DIR.

REC. CATEGORY	REC. TITLE	REC. TYPE	DUR	PERM	DISP. AUTH	PRIV. ACT NO.	REC. HUM.	PRES. DIR
<a href="#">FOOD PROGRAM</a>	TISA receipt records	K		No	NI-AU-00-15	NA	30-22w	30-22
<a href="#">FOOD PROGRAM</a>	Field menu files (Superseded, use RN 30-22dd)	S		No			30-21a	30-21
<a href="#">FOOD PROGRAM</a>	Food cost and feeding strength reports - Office having Army-wide responsibility: Consolidated or summary reports	T	5	No	NC1-AU-77-51	NA	30-5a1	30-5
<a href="#">FOOD PROGRAM</a>	Food facility establishment files	K		No	NI-AU-00-15	NA	30-22j	30-22
<a href="#">FOOD PROGRAM</a>	Food program reports - Office having Army-wide responsibility: Consolidated or summary reports	T	5	No	NC1-AU-77-51	NA	30-22i1	30-22
<a href="#">FOOD PROGRAM</a>	Garrison ration accounts	K		No	NI-AU-00-15	NA	30-22z	30-22
<a href="#">FOOD PROGRAM</a>	General food program correspondence files	K		No	NI-AU-02-22	NA	30	30
<a href="#">FOOD PROGRAM</a>	DTAS ration accounts	K		No	NI-AU-00-15	NA	30-22bb	30-22
<a href="#">FOOD PROGRAM</a>	Ration consumption files - Subsistence	K		No	NI-AU-00-15	NA	30-22cc	30-22

We have found that searching for dining facility records using this method seems to work the best.

After selecting GO, a list of one or more records pertaining to your Records Number search will be displayed.

**record retention schedule - army (RRS-A)**  
**ARMY RECORDS INFORMATION MANAGEMENT SYSTEM**

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

Search within Results  
 GO Search > 30-22a

1 - 4 OF 4 MATCHES PAGE 1 OF 1 NEW SEARCH PAGE:  Go

REC. CATEGORY	REC. TITLE	REC. TYPE	DUR	PERM	DISP. AUTH	PRIV. ACT NO.	REC. NUM.	PRES. DIR
<a href="#">FOOD PROGRAM</a>	Cash receipts (Superseded, use RN 30-22a)	S		No			30-1a	30-1
<a href="#">FOOD PROGRAM</a>	Field ration accounts (Superseded, use RN 30-22aa)	S		No			30-18a	30-18
<a href="#">FOOD PROGRAM</a>	Cash receipts	T	2	No	NN-166-179	NA	30-22a	30-22
<a href="#">FOOD PROGRAM</a>	Field ration accounts	K		No	N1-AU-00-15	NA	30-22aa	30-22

1 - 4 OF 4 MATCHES PAGE 1 OF 1 NEW SEARCH SORT DESC TOP

To view the disposition instructions for a particular record, click on the FOOD PROGRAM link for the record you wish to view. This will display the records summary page.

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

<< BACK TO LIST >> << NEW SEARCH >> << PRINT >> << PREVIOUS NEXT >>

<b>Record Category</b>	FOOD PROGRAM		
<b>Category Description</b>	These records concern commodities, resources, and services used, facilities operated, and functions performed in the supply and service of food to include operational rations.		
<b>Record Title</b>	Cash receipts		
<b>Record Description</b>	Receipts for cash and documents reflecting collections. Included are cash collection vouchers, cash register tapes, memorandum books for recording cash register clearings, records of quarterly unannounced cash counts, control records for dining facility (DD Forms 1544), documents pertaining to purchase requests, billing, and payment of catered meals or unprepared subsistence, reports of investigation (AWV AR 15-6, report of survey (AWV AR 735-5 for missing, lost, or stolen cash or cash meal payment sheets, deferred payments, and similar information.		
<b>Disposition</b>	T2. Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when the record is 2 years old.		
<b>Event Description</b>			

<b>Privacy Act Number</b>	NA	<b>Event Driven</b>	No
<b>Disposition Authority</b>	NN-166-179	<b>Additional Disposition Authority</b>	
<b>Record Number</b>	30-22a	<b>Record Type</b>	Transfer
<b>Permanent Record</b>	No	<b>Duration</b>	2
<b>Prescribing Directives</b>	30-22		
<b>Year Type</b>	Fiscal Year		

This page will provide you with the necessary information to effectively manage the record selected for your dining facilities files.

**2) ARIMS Tools.** ARIMS offers a variety of tools that are **ONLY** available with a registered login. Some of the tools the dining facility may find useful are the ability to create an Office Records List (ORL) and the ability to print file labels.

There are advantages to using these tools and there are disadvantages to using these tools that you should be aware of prior to registering for a login. They are:

- Creating an ORL for your dining facility is “optional”; however, the advantage we found is having a list of records for a dining facility only, with a link to each records summary. You wouldn't have to go through the “search” procedures as described above. Another advantage is the ability to select and print single records summary, or print all records summaries. See example ORL below:

**ARIMS** print friendly [PRINT PAGE |](#)

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<b>MACOM:</b>	U.S. ARMY TRAINING & DOCTRINE COMMAND	<b>ORL NAME:</b>	Dining Facility Files
<b>RHA:</b>	Lee (TRADOC)	<b>DATE CREATED:</b>	1002064 8:06:41 AM
<b>UNIT:</b>	Army Center of Excellence, Subsistence	<b>CREATED BY:</b>	Arthur Earl Okonen
<b>OFFICE SYMBOL:</b>	ATSM-C25		

REC. CATEGORY	REC. TITLE	REC. TYPE	PERM	DISP. AUTH	PRV. ACT NO.	REC. NUM	PRIS DIR	STAT
FOOD PROGRAM	Dining facility operations	K	No	N1-AJ-00-15	NA	30-22d	30-22	P
FOOD PROGRAM	Cash receipts	T	No	NV-166-179	NA	30-22a	30-22	P
FOOD PROGRAM	Garrison ration accounts	K	No	N1-AJ-00-15	NA	30-22e	30-22	P
FOOD PROGRAM	Ration request, issue, delivery, and account status files	K	No	N1-AJ-00-15	NA	30-22h	30-22	P
FOOD PROGRAM	Food facility establishment files	K	No	N1-AJ-00-15	NA	30-22j	30-22	P
FOOD PROGRAM	Food program reports (Superseded, use RN 30-2211 or 30-222, whichever applies)	S	No			30-22	30-22	P
FOOD PROGRAM	Food program projects	K	No	N1-AJ-00-15	AB030-AMC	30-22k	30-22	P
FOOD PROGRAM	Menus files	K	No	NC1-AJ-80-54	NA	30-22b	30-22	P
FOOD PROGRAM	Ration requests - Brigade or higher	K	No	N1-AJ-00-15	NA	30-22g	30-22	P
FOOD PROGRAM	Facility and equipment layout reviews	K	No	MN-166-204	NA	30-22c	30-22	P
FOOD PROGRAM	Unsatisfactory subsistence files	K	No	N1-AJ-00-15	NA	30-22m	30-22	P
FOOD PROGRAM	Dining facility reviews	K	No	N1-AJ-00-15	NA	30-22n	30-22	P
FOOD PROGRAM	Menus development (Superseded, use RN 30-2211 or 30-222, whichever applies)	S	No			30-22f	30-22	P
FOOD PROGRAM	Food program reports - Office having Army-wide responsibility: Consolidated or summary reports	T	No	NC1-AJ-TT-91	NA	30-221	30-22	P
FOOD PROGRAM	Menus development - Offices responsible for preparation and issue: Other files than menus	K	No	N1-AJ-80-15	NA	30-222	30-22	P

---

**ARIMS** print friendly [PRINT PAGE |](#)

The Food Operations Sergeant (FOS) must determine if, or how, this tool would best suit their needs. He or she must ask the question, “How often would I use this tool?” A File Index created for the dining facilities records may suit their needs more effectively than an ORL.

- Another tool available is the ability to print file labels, again, optional. The advantage we found pertains to Transfer (T) and Permanent records only. When file labels are printed, these labels also contain bar codes used by RHA staff for indexing and tracking the records once they are transferred

to that facility. The bar code has no value for Keep (K) records in the dining facility.

- Also, labels printed will **ONLY** have the required information on them pertaining to each Record Number, i.e., labels for Record Number 30-22a will only print the Record Classification code (K or T), the Record Title, the Current Year, and the disposition instructions. It WILL NOT print labels for folders within a records category, such as, DA Form 1131, Cash Collection Voucher. See example below.



**KE** General food program correspondence files (04) NA  
 Keep until 2 years after cutoff on action documents or when no longer needed for current operations for non-action documents, whichever applies, then destroy.



**T** Cash receipts (04) NA  
 Keep until NL,N, b7 RHA



**KE** Menus files (04) NA  
 Keep until superseded, then destroy.



**K** Dining facility reviews (04) NA  
 Keep until NL,N,NTE 6 YR, then destroy.



**K** Dining facility operations (04) NA  
 Keep until NL,N,NTE 6 YR, then destroy.



**K** Ration request, issue, delivery, and account status files (04) NA  
 Keep until NL,N,NTE 6 YR, then destroy.



**K** Unsatisfactory subsistence files (04) NA  
 Keep until NL,N,NTE 6 YR, then destroy.

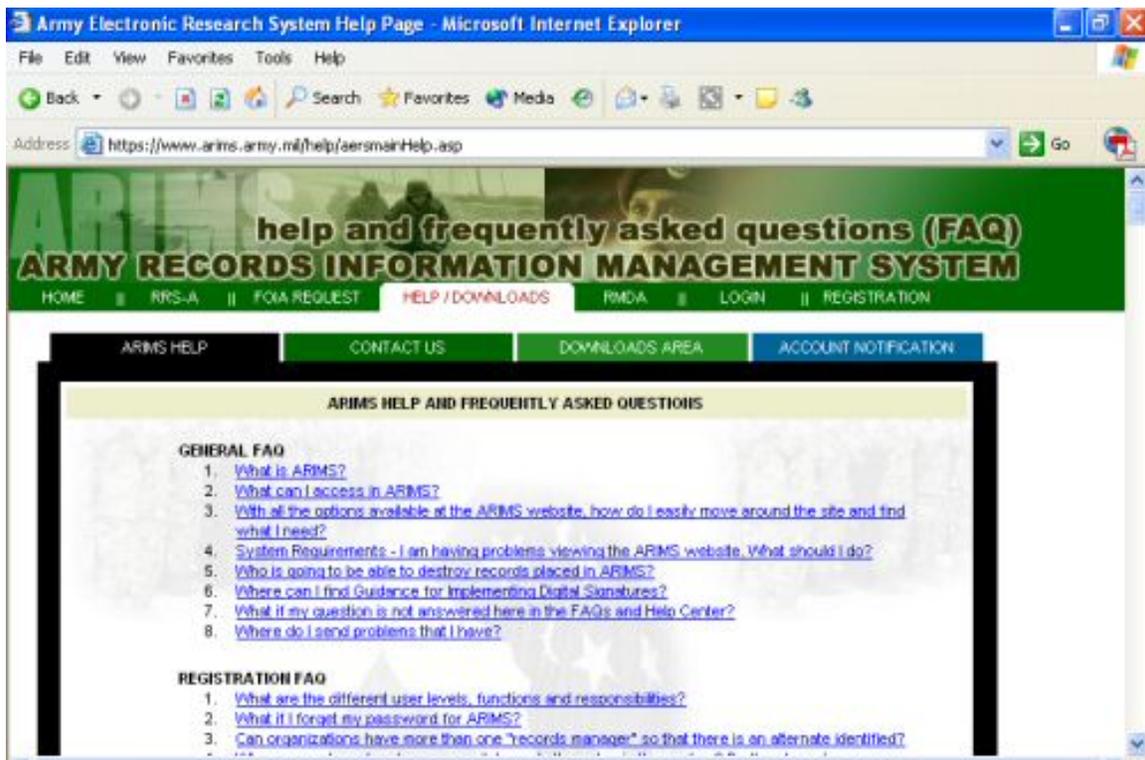


**K** Garrison ration accounts (04) NA  
 Keep until NL,N,NTE 6 YR, then destroy.

So again, the FOS must determine if using this tool, printing labels, is to their advantage prior to registering for a login. He or she must ask, "Will the labels created by the dining facility provide all the necessary information required to effectively manage our records?"

Should a FOS decide the tools offered on the ARIMS website will be useful to their operation and will provide a value to their records management, then registering for a login will be required by following the instructions found in the HELP section of the ARIMS website.

- Select the HELP/DOWNLOADS tab. Next, select (if not selected for you) the ARIMS HELP tab. You will find a variety of Frequently Asked Questions. **READ** the questions pertaining to "Registering for a Login". Once you understand the requirements, select the REGISTRATION tab and fill in the required information.
- The registration approval process may take a day or two, but you will be notified by email when your account has been approved, or disapproved.



## SECTION 4

### Dining Facility Records Management Tools

In this section, we have provided a variety of tools that will assist the Food Operations Sergeant (FOS) when managing their dining facilities records. It is not our intention to “do ALL the work for you”. As the FOS tasked with the management of your dining facility, you are the one responsible for managing your own records. The tools (documents) provided in this guide are not complete: they are only the ‘beginning’. You must “complete” the rest based on the needs of your business. By completing the tools (documents) provided in this guide, we believe you will become familiar with; AR 25-400-2 (ARIMS), the ARIMS website, and how to effectively manage your records.

**1) The Dining Facility Files Index.** This tool provides a list of records managed by the dining facility. (Similar to the File Index described earlier in Section 2, paragraph 4 of this guide.) It is an Excel Spreadsheet that lists all records by record number, record title, duration/disposition, to include, a listing of all dining facility DA/DD Forms and AFMIS/AHC reports associated with each record number.

**2) AFMIS/AHC Reports List and Description.** This tool provides a list of all reports printed from the AFMIS Dining Facility Operations (DFO) and Automated Headcount (AHC) systems. Included is a description of each report and the File Number in which the report is filed. It is a PDF document. (The FOS may use this tool to complete the Dining Facility Files Index.)

**3) File Guide Labels.** This tool provides the capability to print the dining facility File Guide labels. File guide labels are used for both DA/DD Forms and AFMIS/AHC Reports. Use Standard Avery Laser Labels – 5159 (1½" X 4"). Ensure your printer is set to this Label setting.

**4) File Folder Labels – DA/DD Forms.** This tool provides the capability to print dining facility folder labels for DA and DD Forms. Use Standard Avery Laser Labels - 5159 (1½" X 4").

**5) File Folder Labels – AFMIS/AHC Reports.** This tool provides the capability to print dining facility folder labels for AFMIS DFO and AHC Reports. Use Standard Avery Laser Labels - 5159 (1½" X 4").

**6) Dining Facility Records Checklist.** This tool is a standard checklist that the FOS can use to evaluate their records management procedures in the dining facility. It is a Word document that can be modified if needed to meet specific requirements.