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EVALUATION OF RECORDS MANAGEMENT PROGRAM
(AE Reg 25-400-2)

Surveyed organization	Point of contact	Telephone number

Supported activities	Date (YYYYMMDD)

ID	Question	Yes	No	N/A	Comments
1.	Has an organization records manager or records coordinator been appointed with the responsibility for records management functions in the organization? (AR 25-1)	☐	☐	☐	
2.	Is the organization records manager or records coordinator registered on the Army Records Information Management System (ARIMS) website? (AE Reg 25-400-2)	☐	☐	☐	
3.	Do all units identify their record information with K or T dispositions (2012 and before) or using the Army Consolidated Records Schedule (ACRS) series and sub-series (2012 or later), regardless of the media (for example, shared drive, SharePoint portal, diskette, CD, paper) and the year of creation? (AR 25-400-2)	☐	☐	☐	
4.	Do all units identify their record information covered by a Privacy Act (PA) number and include the PA number in the labeling information, regardless of the media (for example, shared drive, SharePoint portal, diskette, CD, paper)? (AR 25-400-2)	☐	☐	☐	
5.	If record information is covered by a PA number, is it only retrievable by PII, regardless of the media? (AR 25-400-2)	☐	☐	☐	
6.	Does the organization and each office maintaining record information have an approved office records list on the ARIMS website? (AE Reg 25-400-2)	☐	☐	☐	
7.	Does the organization create records with a permanent (perm) or long-term (6+) retention period? (AR 25-400-2)	☐	☐	☐	

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Supported activities	Date (YYYYMMDD)

ID	Question	Yes	No	N/A	Comments
8.	Are information custodianship responsibilities understood and clearly designated? (AR 25-400-2)	☐	☐	☐	
9.	Have recordkeeping personnel received training in records management? (AR 25-1)	☐	☐	☐	
10.	Is the organization records manager involved in the planning of information systems? (AR 25-1)	☐	☐	☐	
11.	Does the organization records manager periodically check to ensure that disposition standards (short-term (0-6), long-term (6+), and permanent (perm)) are being applied to and followed for digital record information and paper files? (AE Reg 25-400-2)	☐	☐	☐	
12.	Are storage media such as CDs, file drawers, and folders labeled for quick identification, access, and disposition of record information? (AE Reg 25-400-2)	☐	☐	☐	
13.	Are records coordinators regularly reviewing their records to identify—				
13a.	Short-term records with a duration of up to 6 years that are no longer needed for conducting business?	☐	☐	☐	
13b.	Long-term records with a duration of more than 6 years for transfer to the Publications and Records Center of Excellence (P&R COE)?	☐	☐	☐	
13c.	All records covered by a freeze?	☐	☐	☐	
13d.	Is prompt action taken to destroy eligible records? (AR 25-400-2)	☐	☐	☐	
14.	Does the organization store records in a centralized records area or repository? If so, where is the area or repository located? (AR 25-400-2)	☐	☐	☐	

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Surveyed organization	Point of contact	Telephone number

Supported activities	Date (YYYYMMDD)

ID		Question	Yes	No	N/A	Comments
15.	15a.	Are copies of SF 135 on file for stored and transferred records?	☐	☐	☐	
	15b.	Are copies of AE Form 25-400-2A on file for records sent for destruction? (AR 25-400-2)	☐	☐	☐	
16.		Does the organization transfer records to the P&R COE? Which types of records? (AR 25-400-2)	☐	☐	☐	
17.	17a.	If a system or equipment is used For Official Use Only or PA information, have proper safeguards been established?	☐	☐	☐	
	17b.	Do computer printouts have appropriate markings? (AR 25-55 and AR 340-21)	☐	☐	☐	
18.		Are controls being used to prevent the unauthorized alteration or deletion of digitized records? If so, describe the controls. (AR 25-400-2)	☐	☐	☐	
19.		Are procedures in place to ensure that digitized records are kept only as long as needed? If so, describe the procedures. (AR 25-400-2)	☐	☐	☐	
20.		Do records created on an electronic system have enough data entered to help identify, protect, retrieve, and dispose of the records? (AR 25-400-2 and AE Reg 25-4)	☐	☐	☐	

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Surveyed organization	Point of contact	Telephone number

Supported activities	Date (YYYYMMDD)

ID	Question	Yes	No	N/A	Comments
21.	Are the following controls in place to safeguard and maintain required system documentation, hardware, and software to allow the manipulation of electronic records throughout their life cycle?				
21a.	Precautions are being taken to ensure that appropriate software and hardware will be available to read electronic records.	☐	☐	☐	
21b.	Periodic maintenance or recopying of long-term electronic records is being conducted during their life cycles.	☐	☐	☐	
21c.	A routine is being followed to back up record information. (Describe the routine.)	☐	☐	☐	
21d.	The backup routine is included in the system documentation. (AR 25-400-2)	☐	☐	☐	