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RECORDS MANAGEMENT STAFF ASSESSMENT VISIT
(AE Reg 25-400-2)

Surveyed organization	Point of contact	Telephone number

Supported activities	Date (YYYYMMDD)

ID	Question	Yes	No	N/A	Comments
1.	Is the action officer (AO) familiar with AR 25-400-2, DA Pamphlet 25-403, and AE Regulation 25-400-2?	☐	☐	☐	
2.	Has the AO registered on the Army Records Information System (ARIMS) website?	☐	☐	☐	
3.	Has the AO received training in ARIMS?	☐	☐	☐	
4.	Are office records lists (ORLs) prepared using the Detailed Reference Crosswalk under the search tab in ARIMS?	☐	☐	☐	
5.	Are ORLs approved by the servicing records manager?	☐	☐	☐	
6.	Have current files been established and set up in accordance with ARIMS? Are minimum labeling requirements being met?	☐	☐	☐	
7.	Are inactive files being kept separately from active ones?	☐	☐	☐	
8.	Are the records stored in a centralized records area or repository? If so, where is the area or repository located?	☐	☐	☐	
9.	Do records created on an electronic system have enough data entered to help identify, protect, retrieve, and dispose of or transfer the record?	☐	☐	☐	
10.	Are storage media such as disks, file drawers, and folders labeled for quick identification and access and disposition of record information?	☐	☐	☐	
11.	Are files arranged in order (for example, date, number, alphabetical, subject, name, organization)?	☐	☐	☐	

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Surveyed organization	Point of contact	Telephone number

Supported activities	Date (YYYYMMDD)

ID	Question	Yes	No	N/A	Comments
12.	Are new files created for the current year according to disposition instructions?	☐	☐	☐	
13.	Does the organization create records with a permanent or long-term retention period?	☐	☐	☐	
14.	Are records destroyed or retired as required?	☐	☐	☐	
15.	Are short-term records (0-6) being destroyed in accordance with disposition instructions in Army regulations, business rules, and ARIMS? Are minimum labeling requirements being met?	☐	☐	☐	
16.	Have all eligible records been transferred to the Army in Europe Records Holding Area (AERHA) or to the Army Electronic Archive, as applicable?	☐	☐	☐	
17.	Are records authorized for destruction processed through proper disposal channels?	☐	☐	☐	
18.	Does the organization know the location and purpose of the AERHA?	☐	☐	☐	
19.	Does the organization transfer records to the AERHA? Which types of records?	☐	☐	☐	
20.	Is SF 135 prepared in an acceptable manner for records to be retired to the AERHA?	☐	☐	☐	
21.	Are long-term (6+) records eligible for transfer or retirement being processed?	☐	☐	☐	
22.	Are copies of SF 135 on file for stored and transferred records?	☐	☐	☐	
23.	Does the organization have a method for tracking documents that are removed from the files? What is the method?	☐	☐	☐	