

Chapter 6 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.

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" as used in this chapter is intended to include all methods of identification and is meant to apply to all record material, no matter how recorded (paper, microfiche, electronic, and 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):

	KE: Office inspections and surveys-Records Survey (03) Keep until next comparable inspection or survey, then destroy.
	SECRET KE: Office classified material inventories-Smith, T. (03) PA: A0001DAMI Keep until next inventory, then destroy.
	T: Crime Prevention Program-Office in charge (03) of directing or developing the program-National Capital Region Keep until no longer needed, then transfer to RHA.
	T: Criminal investigation data references-Cards (03) sent to CRC Hood, Robin PA: A0190-4SDAMO Keep until no longer needed,* then transfer to CRC. *2 years

Labeling of the same records not using RM Assist:

K: Records Survey	(03)
SECRET	
K: Smith, T. - Classified Document Inventory	(03)
PA: A0001DAMI	
T: National Capital Region	(03)
T: Hood, Robin	(03)
PA: A0190-4SDAMO	

Figure 6-1. Sample labeling of records