

5-8. Maintaining records in libraries

Record copies of publications and other permanent documents as described in the ARIMS RRS-A or on the AEL CD-ROM (EM 0001) will not be maintained as a part of library collections or manuscript collections in libraries or museums. When extra copies are maintained in these collections, they should be distinctly marked "LIBRARY COPY" or "MUSEUM COPY."

5-9. Maintaining suspense files

Suspense files are used as reminders that an action is required by a given date. Folders or containers in which suspense documents are kept do not need to be maintained within the recordkeeping system. The following are some examples of suspense files.

a. A note to submit a report or to take some other action. The note would be destroyed after the report is submitted or the action is taken.

b. An outgoing communication filed by the date on which a reply is expected. When the reply is received, the communication is withdrawn and filed (if it is the record copy) or destroyed (if it is an extra copy).

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. (See table 5-1.) The RM Assist is linked to the ARIMS RRS-A for ease in searching and selecting applicable record titles to populate an ORL with that information automatically. ORLs prepared without the RM Assist should include at a minimum the ARIMS record titles, disposition codes, and the PA numbers, if applicable.

b. Agency records officers will review ORLs for accuracy and completeness and ensure that they are kept current as record titles are added, changed, or deleted. The status column on the ORLs prepared using the RM Assist is provided as a convenience and should be used to notify submitting offices or units of the progress or results of the review and if any changes are needed.

Table 5-1
Office record list format

Record category	Record title	Transfer/keep	Duration	Permanent	Disposition authority	Privacy Act number	Record number	Status
Office admin housekeeping files	Office file numbers	K	0	No	NN-166-204	NA	1a	Approved
Office admin housekeeping files	Office inspections and surveys	K	0	No	NN-166-204	NA	1c	Approved
Office admin housekeeping files	Office classified material inventories	K	0	No	NN-166-204	A0001 DAMI	1r	Approved
Military police	General military police correspondence files	K	0	No	NN-167-31 & NN-165-192	NA	190	Approved
Military police	Criminal investigation data references-Cards sent to CRC	T	40	No	NC1-AU-78-78	A0190-45DAMO	190-45g	Pending