

Training Sources for your Records Management Program (RMP)

Records Management and Declassification Agency (RMDA):

<https://www.rmda.army.mil/records-management/RMDA-RM-Training.html>



U.S. ARMY **RMDA** Records Management & Declassification Agency

Service & Workforce Excellence

RMDA Records Management Declassification Freedom of Information Privacy Civil Liberties Joint Services Records Research

MISSION PROGRAMS **TRAINING** POINT OF CONTACT ARIMS CAPSTONE JOURNAL

Training and Program Management

- ★ [RMDA Site Visit Request](#) (docx)
- ★ [Introduction to ARIMS](#) (slides)
- ★ [Office Symbols](#) (slides)
- ★ [RMDA Overview](#) (slides)
- ★ [ARIMS Command SOP](#) (docx)
- ★ [ARIMS Generic SOP](#) (doc)
- ★ [Email Quickpage](#) (doc)
- ★ [Privacy Act System of Records Policies](#) (slides)
- ★ [Paperwork Reduction Act \(PRA\) OMB SORN Process](#)

Records Management Training - Mandatory Requirement

- All Army personnel (*Military, Civilians & Contractors*) must complete the [Records Management Awareness Training](#) in Army Learning Management System (ALMS).
- All Records Management Officials (*RA, RM and RC*) must complete the [Records Management Training Course](#) in Army Learning Management System (ALMS).

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Army Records Information Management System (ARIMS) Website:

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

NOTE: This site is where you manage 0-6 year and upload / archive 6+ year records.



HELP TAB – check out the FAQs and then view links on the left side of this page on how to use ARIMS:

References (Guides & Instructions)

Online Video Tutorials (Web Based Training)

Glossary

User Roles

Help Desk

Useful Links

Contact the RIM: (913) 684-2632 | usarmy.leavenworth.imcom.mbx.records-mgmt@mail.mil