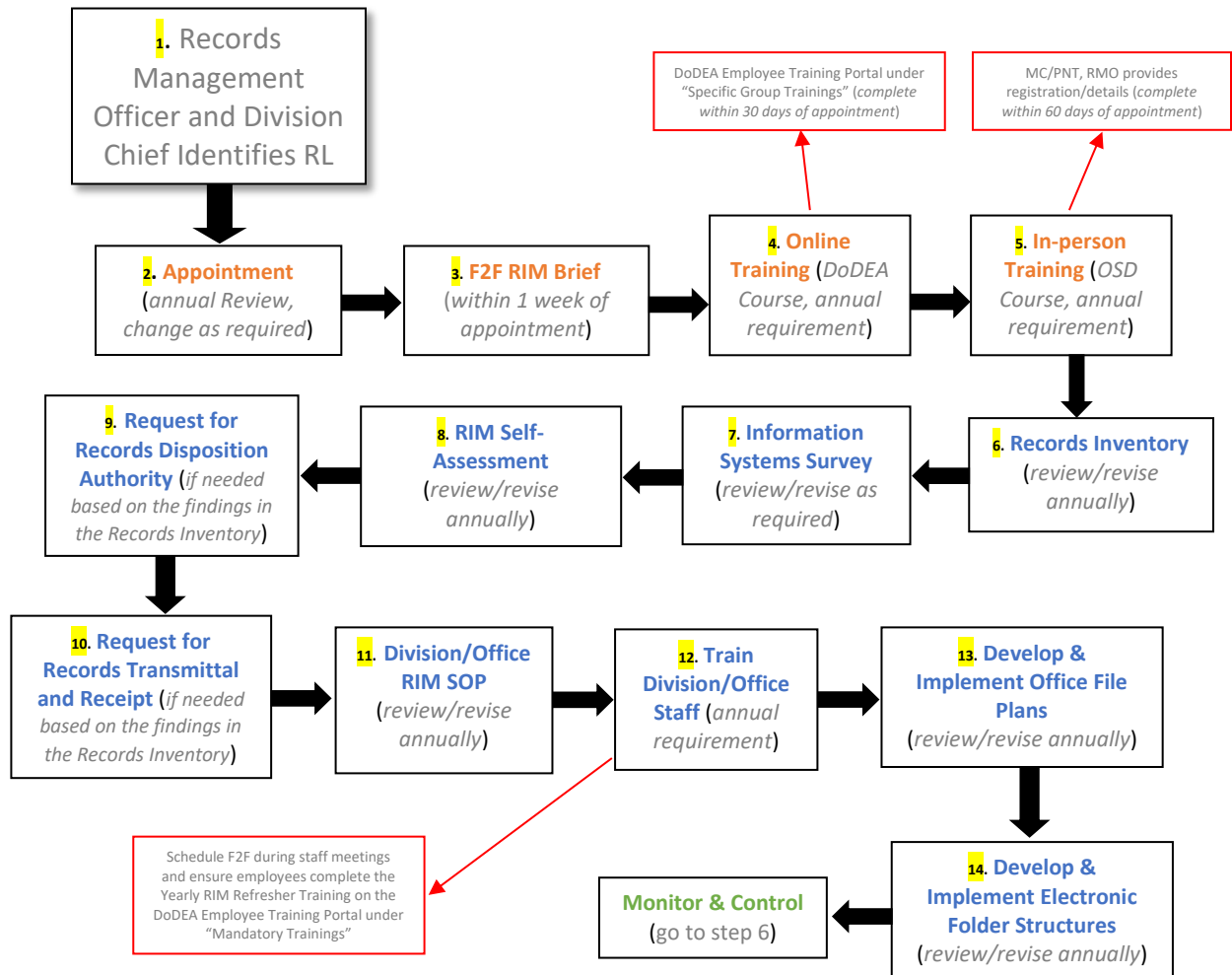




RECORDS LIAISON (RL) PROCESS FLOWCHART



5. Attend the monthly **RIM Blueprint Meetings** (3rd Wednesday of every month)

6. Use the SD Form 832, the DoDEA Box List Worksheet, and the DoDEA Records Inventory Worksheet to conduct a **Records Inventory**

7. Use the DoDEA Information System Survey Worksheet to conduct an **Information Systems Survey**

8. Use the DoDEA Records Management Self-Assessment Worksheet to conduct the yearly **Division RIM Assessment**

9. Use the Standard Form 115 to request a new **Records Disposition Authority**

10. Use the Standard Form 135 to request for **Records Transmittal and Receipt**

13. An SD Form 823 (Standardized Recordkeeping Checklist) must be completed/revise annually and must accompany the **Office File Plan**

Review/Study DoDEA Regulation 5015.01, DoDEA's RM Blueprint for Success, DoDEA RIM Responsibilities MFR, Administrative Instruction 15 (Volume I & II), and DoDI 5015.02