Northwest Territories Public Works and Services

Box Inventory Form Procedures

The Box Inventory form is used to:

- Transfer boxes of records to the Records Centre for storage
- Transfer boxes of records to the Records Centre that have met their total retention period and are eligible for destruction
- Transfer boxes of records to the Records Centre that have met their total retention period and are eligible for transfer to the NWT Archives

NOTE: The Box Inventory Form replaces the Records Centre Box Inventory form, effective April 2005.

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Tips on Packing Boxes

1. Pack boxes according to their classification (file) number. Keep similar records together in one box.

2. Separate administrative (ARCS) from operational (ORCS) records and put them in different boxes.

3. Records in each box should be eligible for disposition at the same time.

4. Records in each box should have the same final disposition action.

5. Records Centre boxes should not be more than 16 kg (30 lbs) in weight.

6. Place one copy of the completed Records Centre Box Inventory form in each box before sending it to the Records Centre for storage.

The Box Inventory Form

Start a new form for each new box. The form can be completed using either MS Word or MS Excel.

The form templates are available on the PWS website:
http://www.pws.gov.nt.ca/records/index.htm

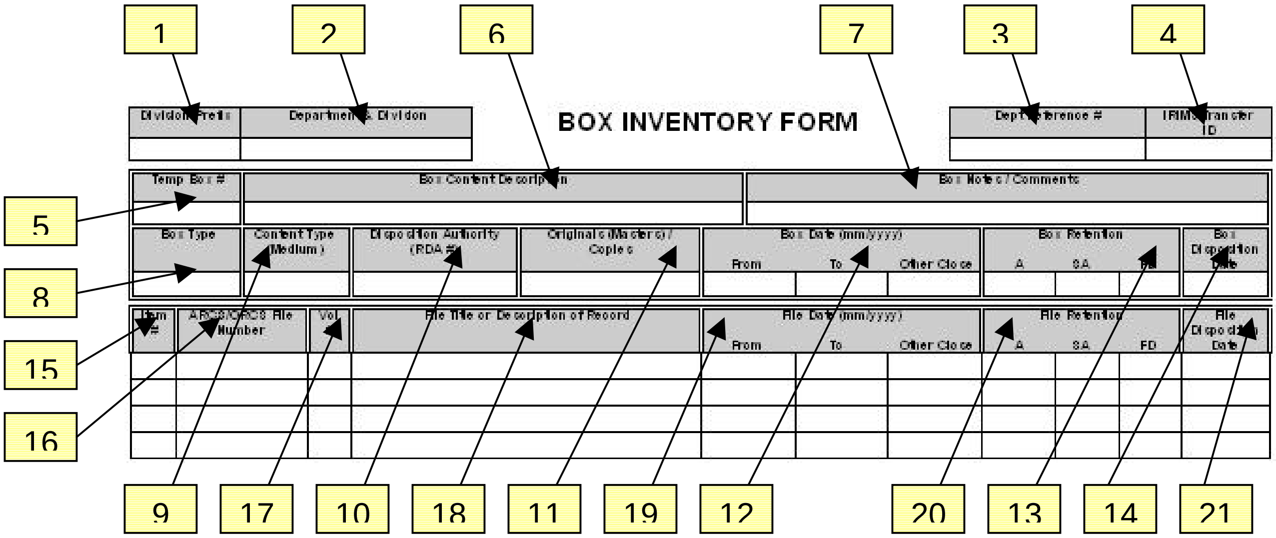
Before you start filling out the form using MS Word

1. Launch Microsoft Word.
2. Open the form template. If prompted, upon opening click on **Enable Macros**.
3. Save as a new file with a new filename (Tip: Save as Transfer ID or Reference #).
4. In the View menu, choose the Print Layout view option.
5. Enter form data as outlined in these procedures. *Note: The information to summarize the contents of each box is captured at the top of the form as a table header to repeat on every page for the box. For instructions on creating a new table for a new box, see steps for Multiple Box Transfers starting on page 8.*

Before you start filling out the form using MS Excel

1. Launch Microsoft Excel.
2. Open the form template.
3. Save as new file with a new filename (Tip: Save as the iRIMS Transfer ID or your Reference #).
4. The instructions can be found on the **Instructions** Tab. Tabs are found at the bottom of the Excel window, if tabs are not visible, maximize the spreadsheet's window within Excel. Read the Instructions for using the Excel form before entering data.

Parts of the Box Inventory Form



Transfer Information

Information common to the entire transfer is captured at the top of the form as a page header. To enter data in this section, in the View Menu, choose Header and Footer. **OR** Double-click anywhere on the transfer information rows while they are grayed-out. Information entered here will repeat on every page for every box.

1. Division Prefix
A division prefix is a code assigned in iRIMS that identifies each division in a department. A list of division prefixes is available from your records coordinator, or from PWS Records Management.

2. Department & Division
Enter the name of the Department and Division that owns the records.

3. Department Reference #
Enter your Department's reference number for the transfer. The Department/ Division assigns this number, sometimes referred to as a "slip" or "reference" number, for internal tracking purposes. Some departments have a formal reference # system. An example would be consecutive numbers based on the year of the transfer (for example, 2005-01 for the first transfer in 2005). Not all departments have a department reference #'s. Leave blank if you do not know what the number is.

4. *iRIMS Transfer ID*

The iRIMS Transfer ID is the transfer reference number used by the Records Management Unit and iRIMS users. If your department is using iRIMS, type the iRIMS transfer ID number in this field. If your department is not using iRIMS, leave this field blank.

To exit the header, click on the **Close** button on the Header/Footer toolbar, or double-click on the grayed-out body of the document.

Box Information

Information to summarize the contents of the box is captured at the top of the form as a table header. Information entered here will repeat on every page for that box. To start a new table for a new box, see steps for Multiple Box Transfers starting on page 8.

5. *Temp Box #*

Assign each box in the transfer a consecutive number, starting from number one (1). This number is called the "temporary box number." Enter the temporary box number in this field.

6. *Box Content Description*

Enter a brief description of the files that are in the box. Indicate if the files are Administrative or Operational, and the section or primary to which they belong.

7. *Box Notes/Comments*

Write any additional notes pertaining to the box not covered in another field. Indicate anything unique about the box that Records Management should be aware of. For example, specials retention and disposition review notes would be entered here.

8. *Box Type:*

The Records Centre accepts several types of containers or boxes. Enter one of the following codes for the type of container used:

Code	**Description of Container**
BOX	ARC File Box (stocked item # 22821, Yellowknife only) or Small Rec/Ship Box (stocked item # 22721, in Regions)
CHQ	9" X 24" X 4½" cheque boxes (Yellowknife only)
TUBE01	4" X 4" X 30" Square Tube Box (stocked item # 224430)
TUBE02	4" X 4" X 36" Square Tube Box (stocked item # 224436)
TUBE03	6" X 6" X 30" Square Tube Box (stocked item # 226630)
TUBE04	6" X 6" X 36" Square Tube Box (stocked item # 226636)

9. Content Type (Medium)

Enter an abbreviation for the medium of the records that are in the box. A box should contain only one media type wherever possible.

Code	Description of Medium
PAP	Paper
AUD	Audio
CD	Compact Disk
DIS	Disk/Diskette
FLM	Film Reel
MAP	Map/Plan/ Drawing/Blueprint
MFM	Microfilm
PHO	Photograph/Slide
VID	Video Cassette
X	X-Ray

10. Disposition Authority (RDA)

The Records Disposition Authority number, also known as the records schedule number, is the number that is used to identify an approved disposition authority, such as the Administrative Records Classification System (ARCS) or an Operational Records Classification System (ORCS). The RDA number for ARCS is 1995-32, each ORCS will have it's own RDA number.

11. Originals (Masters)/Copies

Identify whether the records in the box are originals, copies or both.

Complete the following fields (12 through 14) after all files have been listed:

12. Box Date (mm/yyyy)

Enter only the month and the year in mm/yyyy numeric format. For example, for November 2001, enter 11/2001.

a) **From Date** - Find the file that has the earliest (first) From Date of all of the files in the box. Write this date in the From Date field.

b) **To Date** - Find the file that has the most recent (last) To Date of all of the files in the box. Write this date in the To Date field.

   1. **Other Closed Date** - Find the file that has the most recent (last) Other Closed Date of all of the files in the box. Write this date in the Other Closed Date field. See field 19 for more information on the use of Other Closed Dates.

13. Box Retention

Enter the retention schedule (Active Period, Semi-Active Period, and Final Disposition) as found in the approved RDA (linked to Primary and Secondary number) for the files in the box. Usually, to find Box Retention, pick the longest retention schedule of the files in the box. Choose the retention schedule that calculates the latest disposition date of the files listed. Refer to field 20 for the files listed. Note: the Retention for the box may need to be adjusted to accurately calculate the Box Disposition Date to equal the latest File Disposition Date. Leave the retention fields blank if the records do not have an approved ORCS RDA. Any special retention notes should be recorded in the Box Notes/Comments field (see field 7).

14. Box Disposition Date (mm/yyyy)
Enter the date in which the box will be eligible for final disposition. Enter only the month and the year in mm/yyyy numeric format. For example, for November 2001, enter 11/2001. To get this date, find the file with the latest disposition date. If you add the active and semi-active periods as entered in the Box Retention fields to the box To Date or the Box Other Close date, you should get the Box Disposition Date. If not, adjust the box retention periods (see field 13). Leave the disposition fields blank if the records do not have an approved ORCS RDA.

File Information

Complete this information for each file folder or item in the box. List all volumes of files individually.

15. Item Number
Number each folder in the box in order from the first file in the box to the last file in the box. Begin at number 1. This number identifies where the folder is located in the box.

16. ARCS/ORCS file number
Enter the classification number (ARCS or ORCS primary, secondary and, if applicable, tertiary and quaternary numbers) for each folder in the box. Leave blank if the records do not have an approved ORCS RDA.

17. Volume Number
Enter the volume number for the folder. For example, if file number 2010-01 has 5 volumes, list each on a separate row. Each entry will have the same file number, but each can be identified by entering the different volume numbers in the Volume Number field.

18. File Title or Description of Record
Enter the title of the file folder that identifies the file. (Usually the secondary or the tertiary title for the file classified in ARCS or ORCS). This information should be the same as the information found on the file label. Enter additional identifying information if necessary for retrieval.

19. File Date (mm/yyyy)
Enter only the month and the year in mm/yyyy numeric format. For example, for November 2001, enter 11/2001.

a) **From Date** - Find the date that the file was opened. This is often, but not always, the date of the first piece of correspondence in the file. For financial records, often this date will be the start date of a fiscal year. Write this date in the From Date field.

b) **To Date** - Then find the end date of the file. This is often, but not always, the date of the last piece of correspondence in the file. Write this date in the To Date field.

c) **Other Closed Date** – If the To Date of the file is the date from which to calculate retention, leave this field blank. If the retention trigger in the active column of the retention schedule for a file is S/O, you must have a date in the Other Closed Date field to indicate the date from which to calculate retention. In some cases, retention and disposition should be calculated based on a date other than the To Date. If an S/O date is the same as the To Date, still enter it again in the Other Closed Date to confirm the file was S/O on that date.

Other examples for the use of this field are:

1. Financial files that have contents with a date range that ends before the end of the fiscal year (i.e. the To Date of the contents of the file is January, but you do not want to start to calculate the retention until March 31st that year).
2. Files that have multiple volumes with different date ranges and you want to schedule all of the volumes together
3. Any other retention trigger or closure criteria in the active column of the retention schedule where the closed date is different than the To Date. (i.e. If retention is to be calculated from a person's date of birth, enter the DOB in the Other Closed Date field.)

20. File Retention

Enter the retention schedule (Active Period, Semi-Active Period, and Final Disposition) that applies to the file. This retention schedule is linked to the ARCS or ORCS primary and secondary number for that file. Write the retention schedule exactly as found in an approved RDA. For original and master files, use the ARCS or ORCS retention schedule for original or master files. For copy files, use the Copy File retention schedule. Leave the retention fields blank if the records do not have an approved ORCS RDA.

21. File Disposition Date (mm/yyyy)

Write the date in which the file will be eligible for final disposition. Enter only the month and the year in mm/yyyy numeric format. For example, for November 2001, enter 11/2001. To get this date, add the active and semi-active periods to the file To Date or Other Close Date.

To start a new table for a new box, see steps for Multiple Box Transfers starting on page 8.

Multiple Box Transfers

The form templates in both MS Word and MS Excel have been designed to minimize the amount of repetitive work you need to do for multiple-box transfers and multiple-page box inventories. You may use either MS Word or MS Excel to complete the box inventory form, whichever you prefer. Most GNWT employees are more comfortable with MS Word; however MS Excel could make completing an inventory with similar information from one box to another or one file to another a lot easier and faster.

MS Word

Transfer Information

Information common to the entire transfer is captured at the top of the form as a page header. Once information has been entered there it will repeat on every page for every box; therefore there is no need to re-enter any transfer information once the header information has been completed.

To enter data in this transfer information section, in the **View** menu, choose **Header and Footer**. **OR** Double-click anywhere on the transfer information rows while they are grayed-out. Information entered here will repeat on every page for every box.

Box Information

Information to summarize the contents of the box is captured at the top of the form as a table header. Information entered here will repeat on every page for that box. To enter new information for a different box you need to start a new table for the new box otherwise you will overwrite the first box's information.

How To Create A New Table For A New Box

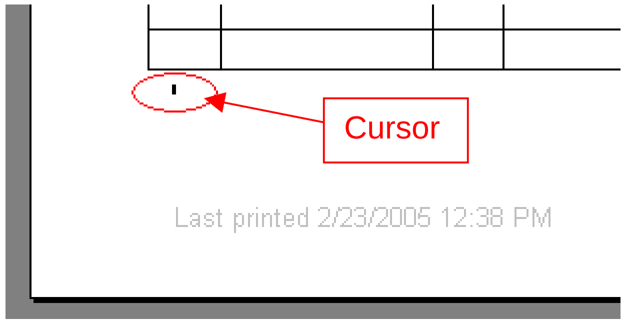
Once all the folders have been listed and their information entered for a box you have two options for starting a new table for the next box:

Option 1: Manually create a new table for the next box.

Option 2: Use the Macro saved in the template form to automatically start a new table for the next box.

Option 1 – Manually Create a New Table

1. Place cursor at very end of document.
Your cursor must be on a blank line below the last row on the box form. As pictured here:

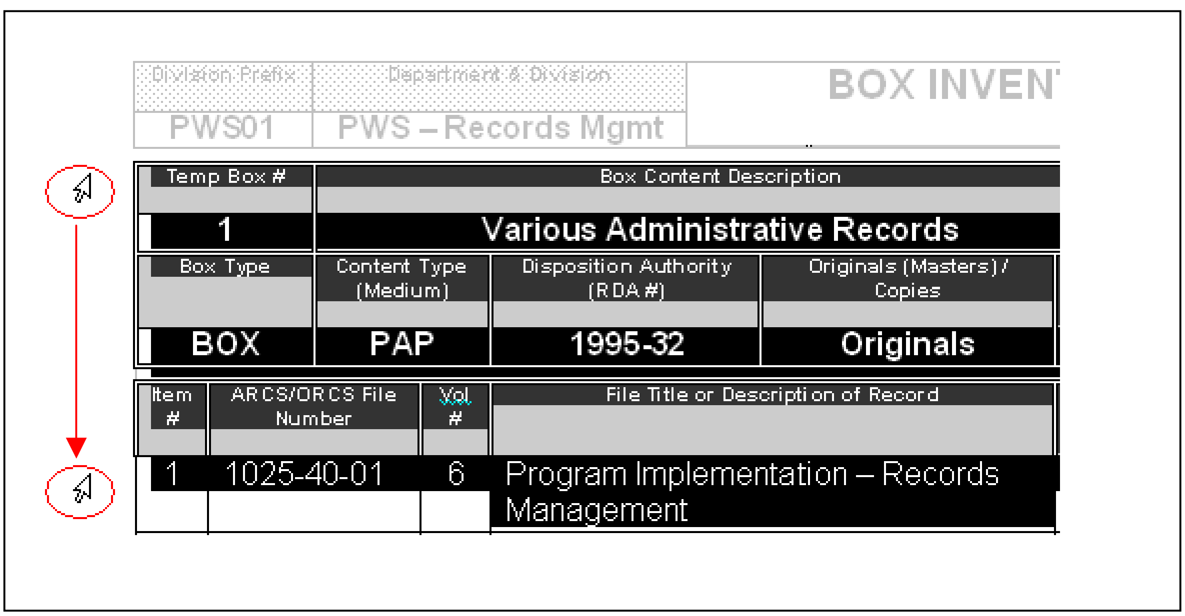


To quickly do this, type **Control+End.**

2. Insert a Page Break.
Type **Control+Enter**
OR
In the **Insert** menu, choose **Break…**, select **Page Break**, then click **OK.**

3. Copy Box Header Rows.

a. A quick way to achieve this is to type **Control+Home**, which will bring you to the first page of the form. Or go to the first page of any box inventory.
b. Select the rows to copy, by clicking and dragging the mouse (from first row with Temp Box # down to include first row of list) while the white pointer arrow is pointing to the right in the margin front of the rows, as pictured here:



c. Copy rows by typing **Control+C** or in the **Edit** menu, choose **Copy**.

4. Paste Copied Box Header Rows.

Type **Control+C** or in the **Edit** menu, choose **Paste.**

5. Clear first row of Inventory list.

Delete the information that was copied for item 1 of the copied box.

6. Edit Box Information.

Edit the box information that was copied in the table header rows (increase Temp Box ID and check if the data in any other fields is different for this box, make any necessary changes).

7. Complete the File Information for each folder in the box.

Option 2 – Use the Macro to Create a New Table

1. Set Security to Allow you to Enable Macros

Macros must be enabled in order to use them to automatically create a new table for multiple box transfers. Once you have your security set to allow or enable macros on your computer, you shouldn't ever have to do this step again. Your security setting is fine if you are already prompted to enable macros each time you open the form, simply click on **Enable Macros** each time, you do not need to do steps a-c again. If you weren't prompted when opening the form, follow these steps:

a. In the **Tools** menu, point to **Macro,** and then click **Security...**
b. Click the **Security Level** tab, and then click **Medium.** (If security is set to **High,** you will not be able to run macros. Setting the level to **Low** will automatically allow macros; however it is safer to set it at **Medium** to be prompted each time you open a file with macros to prevent getting a virus if you ever open a file with a virus macro.)
c. Close Word; reopen the Box Inventory Form.
d. When prompted upon opening the form, choose **Enable Macros.** Choose **Enable Macros** each time you open a Box Inventory Form.
e. For easiest use of the **NewBoxCtrlF1** Macro, create a **keyboard shortcut**. See instructions for creating a keyboard in step 3.

2. How to Run the New Box Macro

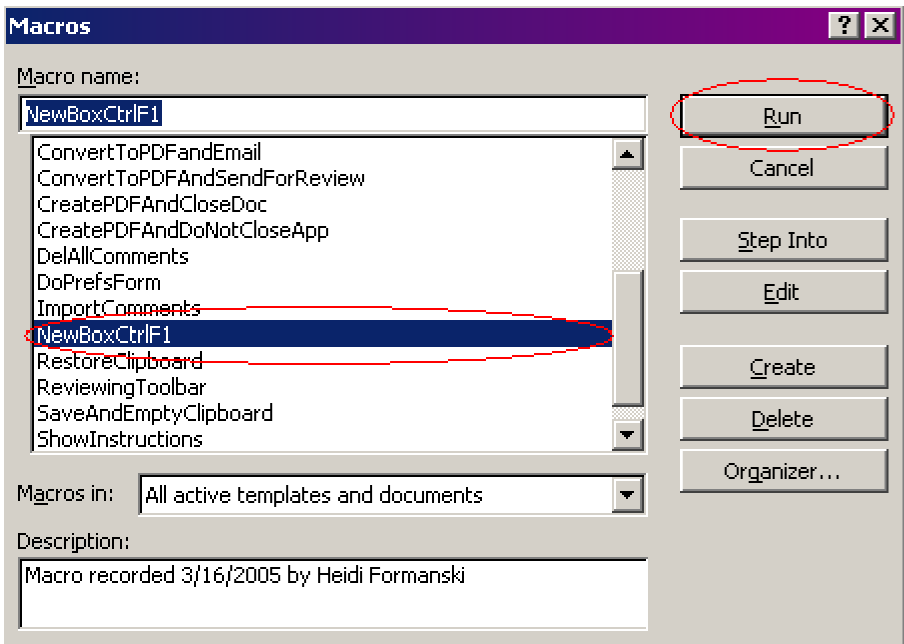
Once you are ready to start a new box, there are two ways to run the macro to automatically start a new table for you:

Option a: Run the Macro using the Macro Window.
Option b: Run the Macro using the Shortcut Key (Control+F1).

a. Run the Macro using the Macro Window

i) At any point on the form, in the **Tools** menu, point to **Macro,** and then click **Macros...** (Or type **Alt+F8**)

ii) Select **NewBoxCtrlF1**, click **Run**, as pictured below. You are now ready to enter your box contents.



b. Run the Macro using the Shortcut Key (Control+F1)

(You must have completed step 3 below at least once for the shortcut key to work.)

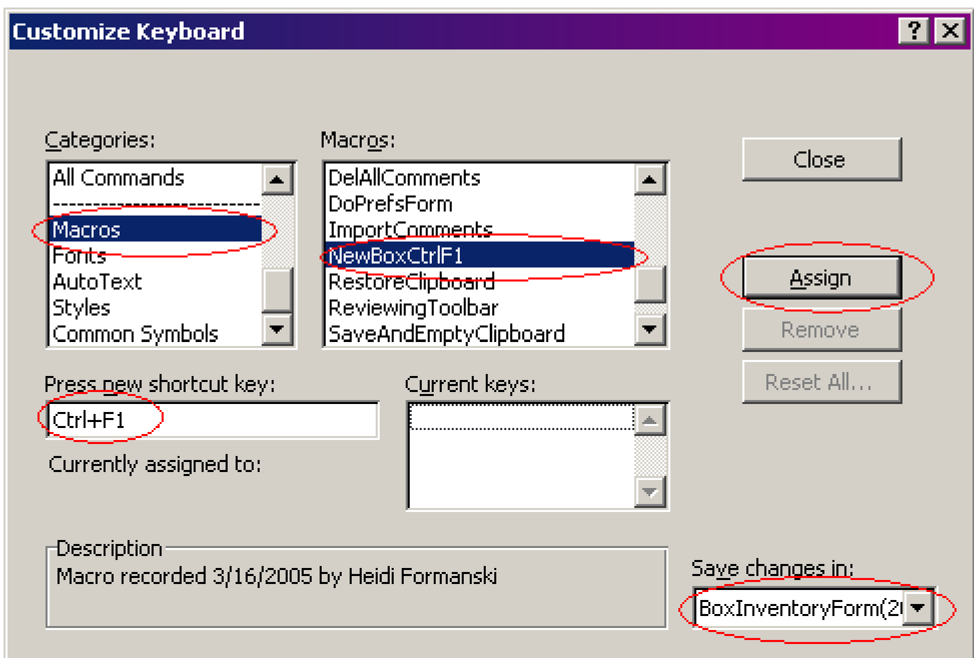
i) At any point on the form, simply press and hold the Control key then press F1. A new box will start for you.

ii) Edit the Box information at the top and you are now ready to enter your box contents.

3. Create a Keyboard Shortcut to Run the New Box Macro

a. In the **Tools** menu, point to **Customize…,** and then click **Keyboard...** bottom at bottom of the window
b. As pictured below, at the bottom right-hand corner, under **Save changes in…** choose **BoxInventoryForm(2005)…** (or choose whatever filename you saved your template as.)
c. Under **Categories**, choose **Macros**.
d. Under **Macros:** select **NewBoxCtrlF1**
e. Under **Press New Shortcut Key:**, on your keyboard, press and hold the **Control** key and hit the **F1** key while still holding the **Control** key. Ctrl+F1 will appear as pictured below.
f. Click on the **Assign** button.
g. Click on the **Close** button.

Important Note: As long as you create any new box inventory forms from the same template document or from a document created from the template form you assigned the shortcut key to, you should not ever have to do these steps again. If you find the macro does not run by pressing Control + F1, follow steps a-g again.



MS Excel

Instructions on Using the Excel Form

Instructions on Using the Excel form and setting up the **NewBox** macro are found within the template file.

i) Open the “BoxInventoryForm(2005)NewBox(Ctrl+Shift+N)” file.

ii) Take notice of the Worksheet Tabs at the bottom of the window. There should be 4 tabs: one for the **Instructions** sheet, one for the **Transfer Data** sheet, one for the **Template** sheet, and one for **Box (1)** - a blank sheet ready for data entry.

iii) Click on the **Instructions** Tab and follow the instructions for using the Excel form and macro. Enter data using the guidelines as outlined in these procedures under **Parts of the Box Inventory Form**.

See Appendix A for a printed version of the Excel Instructions.

APPENDIX A

Instructions for using the template	Links to Instructions:
ENTER ALL DATA ON TRANSFER DATA AND BOX WORKSHEETS (SEE TABS BELOW) **DO NOT ENTER DATA ON TEMPLATE WORKSHEET (TEMPLATE TAB)** This template was designed to minimize your work when creating box inventories. Copy this entire Excel file to create a separate Excel file for each transfer. Each box will have an individual worksheet tab below. (If you cannot see the tabs, maximize this window.) Read the instructions below for creating a new tab for each new box that will have all the proper formatting, do not enter any data into the Template Worksheet (see Template Tab below). **Do not delete the Transfer Data worksheets nor the Template worksheet. You may print these instructions for easier reference while working with the worksheets.**	Single Box Transfer Add Box (Multiple Box Transfer) Print Multiple Boxes Enable Macros Keyboard Shortcut for Macro Some Excel Tips

CREATING A BOX INVENTORY LIST FOR A SINGLE-BOX TRANSFER

Step 1 Save file under a new filename (i.e. **Save As...** Transfer ID). A new excel file should be created for each transfer.

Step 2 Take notice of the **Worksheet Tabs** below. There should be 4 tabs: one for this sheet **(Instructions** sheet) one for the **Transfer Data** sheet, one for the **Template** sheet, and one for **Box (1)** - a blank sheet ready for data entry. Click on **Transfer Data** Tab.

Step 3 Enter Transfer Information into row three of **Transfer Data** Worksheet. (This information will be common for all boxes)

Step 4 Click on the **Box (1)** Tab.

Step 5 Enter Box information, following Box Inventory Form Procedures as found on the PWS website. The Excel form will calculate disposition dates for you. For tips and procedures specific to the excel form, hover mouse over cells with a red corner marker to read **comments.**

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APPENDIX A

ADDING A BOX FOR MULTIPLE BOX INVENTORY LISTS (follow these steps for each new box)

Step 1 Save File under a new file name (i.e. **Save As...** Transfer ID). A new excel file should be created for each transfer. Each box will have an individual worksheet tab.

Step 2 Take notice of **Worksheet Tabs** below. There should be 4 tabs: one for this sheet **(Instructions** sheet) one for the **Transfer Data** sheet, one for the **Template** sheet, and one for **Box (1)** - a blank sheet ready for data entry. Click on **Transfer Data** Tab.

Step 3 Enter Transfer Information into row three of **Transfer Data** Worksheet. (This information will be common for all boxes)

Step 4 If Macros are enabled, press **CTRL+SHIFT+ N** or manually run the **NewBox** Macro (In the **Tools** menu, point to **Macro,** then point to **Macros**, Highlight **NewBox** and then click **Run**) and proceed to step 4. (See instructions for enabling macros below.)

- Step 4a If Macros are not enabled, or you would prefer to manually copy the worksheet, right click on the **Template** Tab. (Note: you may also do this from the **Box (1)** Tab or any other box tab, especially if a lot of the data is the same from one box to the next, just be sure to edit the contents accordingly.)
- Step 4b Point to **Move or copy…**
- Step 4c Select **(move to end)**
- Step 4d Check **create a copy** checkbox
- Step 4e Click **OK** or hit **Enter** key

Step 4 If necessary, Double click on the new tab (will be named "**Template (2)**" if you used the macro) to rename the tab to be the box # you are inventorying (i.e. **"Box (2)"**)

Step 5 If necessary, click on the new box tab and drag it to move to the end of all box tabs to keep all box tabs in numerical order.

Step 6 Enter the box information, following the Box Inventory Form Procedures as found on the PWS website. The Excel form will calculate the disposition dates for you. For procedures specific to the excel form, hover mouse over cells with a red corner marker to read **comments**.

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APPENDIX A

PRINTING BOX INVENTORY LISTS FOR MULTIPLE BOXES	
Step 1	Click on **Box (1)** Tab
Step 2	Hold **Shift** Key
Step 3	Click on go to last box tab or scroll over to the right to last sheet, while still holding the **Shift** key, click on the tab for the last box. All box tabs should now be in white. (Do not include **Instructions, Transfer Data** nor **Template** sheets.)
Step 4	Press Printer button, or go to **File** menu, select **Print…**to change print settings.

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ENABLING MACROS	
Step 1	In order to use the **NewBox** macro, you need to enable macros. In the **Tools** menu, point to **Macro,** and then click **Security.**
Step 2	Click the **Security Level** tab, and then click **Medium.** (If security is set to **High,** you will not be able to run macros. Setting level to **Low** will automatically allow macros; however it is safer to set it at **Medium** to be prompted each time you open a file with macros to prevent getting a virus if you ever open a file with a virus macro.)
Step 3	Close Excel, reopen this file.
Step 4	When prompted upon opening spreadsheet, choose **Enable Macros.** Choose **Enable Macros** each time you open a Box Inventory spreadsheet.
Step 5	For easier use of the **NewBox** Macro, create a **keyboard shortcut**. See instructions for creating a keyboard shortcut below.

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APPENDIX A

CREATING A KEYBOARD SHORTCUT TO RUN THE NEWBOX MACRO	
Step 1	On the **Tools** menu, point to **Macro,** and then click **Macros.**
Step 2	In the **Macro name** box, enter **NewBox,** the name of the macro you want to assign to a keyboard shortcut.
Step 3	Click **Options.**
Step 4	To set the macro to run by pressing a keyboard shortcut key, place cursor in the **Shortcut key** box, type **Shift+N**.
Step 5	Click **OK.** Click **Cancel.** You will then be able to simply type **CTRL+SHIFT+N** each time you wish to create a blank worksheet for a new box within that transfer.

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