



Records Management Tip

Records management advice prepared for GNWT records professionals by the Records Management Unit, PWS

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Records Centre Series

Records Centre Requirements

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Public Works and Services (PWS) offers timely and secure records storage, retrieval, and disposal services to GNWT departments, boards, and agencies. In order to offer the best possible service, PWS has a number of requirements for how boxes are packed, listed, transferred, and retrieved.

The Records Centre series gives you information on how to access the Records Centre's storage, retrieval, and disposition services.

Types of Boxes

The Records Centres in Fort Smith, Fort Simpson, and Inuvik are configured to accept only one type of box. The 15" x 11¼" x 10" **Small Rec/Ship Boxes** are available from the GNWT Warehouse (stocked item # 22721).

The Yellowknife Records Centre is configured to accept a 15½" x 11½" x 10" **ARC File Box**. These are also available from the GNWT Warehouse (stocked item # 22821).

The Yellowknife Records Centre will also accept 9½" x 24" x 4½" **Cheque Boxes**. These are available from office supply stores.

Records Centre Forms

PWS uses three forms to manage the Records Centre and deliver services. All forms are available on the PWS website: <http://www.pws.gov.nt.ca/records/forms.htm>.

- The **Box Inventory Form** is used to list boxes and box contents. PWS uses it to manage the boxes that are in storage and as a reference for retrievals. For departments, the form provides an inventory of all files that have been transferred to the Records Centre, and a record of the files that have been destroyed or transferred to the NWT Archives. The forms should be checked for accuracy before the boxes are sent to the Records Centre. If the forms are not accurate, PWS may not be able to retrieve records. PWS strongly recommends that departments keep copies of these forms for future reference.

This form is not required for departments, boards, and agencies that are using iRIMS to manage their file folders.

- The **Records Transfer Slip** is used as a packing slip to track transfers for storage or disposition. It is available in MS Word format from the PWS website.
- The **Request for Records Form** is used to request the retrieval of files or boxes from the Records Centre. It is available in MS Word format from the PWS website. This form is not required for departments, boards, and agencies that are using iRIMS to manage their file folders.

Labels

PWS uses three types of labels on boxes.

- The **Records Storage Label** (NWT 1132) is used by departments to record box details and track boxes. This label can be ordered from the GNWT Warehouse.
- The **Records Centre Box Label** is used by PWS to track the location of each box once it has arrived at the Records Centre. It is a bar-coded label. The Records Management Section, PWS, will send these labels to you if your department is not using iRIMS. Departments that use iRIMS can print these labels themselves.
- The **Disposition Label** is used by PWS to track boxes that are going to be destroyed or transferred to the NWT Archives. It has a bar code on it and is tied into iRIMS. The Records Management Section, PWS, will send these labels to you. There are no bar codes on the disposition labels for transitory records.

Using ARCS and ORCS

All administrative records should be classified and scheduled by the GNWT Administrative Records Classification System (GNWT ARCS). PWS will not accept unclassified administrative records. Operational records should be classified and scheduled by an approved Operational Records Classification System (ORCS).

Backlogs may be scheduled using an approved One-Time Records Disposition Authority.

Contact the Records Management Section, PWS, for more information about using ARCS, ORCS, and One-Time Schedules to classify and schedule records.

Using iRIMS

iRIMS is the integrated Recorded Information Management System.¹ It is used by the Records Centre to manage the boxes that are in storage. Departments can use iRIMS to track active and semi-active file folders and boxes. Using iRIMS to manage files and boxes gives departments several advantages:

- iRIMS links file folders to boxes, and boxes to transfers. Departments do not have to fill out the **Records Centre Box Inventory Forms** if their file folders are being tracked in iRIMS, because the information is already in iRIMS.
- Boxes and file folders can be retrieved from the Records Centre through iRIMS. iRIMS will send an e-mail request directly to the Records Centre staff. Users do not have to use the **Request for Records Form** to retrieve a record.

¹ OpenText, the manufacturer, recently renamed iRIMS as Livelink Records Server. The GNWT continues to call it iRIMS.