



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 Transfers – Yellowknife

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When can I transfer Records to the Records Centre?

The Yellowknife Records Centre provides records storage services to GNWT departments and agencies. The Records Centre accepts records that:

- Are closed.
- Have reached the semi-active stage in their life cycle.
- Are scheduled by an approved Records Disposition Authority (RDA), such as the GNWT ARCS, an ORCS, or a One-Time Records Schedule. * In some cases the Records Centre will accept unscheduled records.

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

Packing the Boxes

The Yellowknife Records Centre can only house two types of boxes:

- 15½" x 11½" x 10" ARC File Boxes, available from the GNWT Warehouse. Use stock number 22821.
- 9½" x 24" x 4½" Cheque Boxes, available from office supply stores.

Separate your records by the following characteristics:

- **Scheduled versus unscheduled records.** Do not put files that are scheduled by an approved RDA in the same box as files that are not scheduled.
- **Retention period, disposition, and disposition date.** All of the files in a box should have the same final disposition, retention period, and disposition date.
- **Administrative and operational records** should not be put in the same box.
- **Master and copy files** should not be put in the same box.

When packing the boxes:

- Place files upright in the box, so that they are standing on their spine.
- Do not remove documents from files, binders, Shannon-files, etc.
- Do not put loose documents in the box.
- Leave "wiggle room" in the box, so that the files can be retrieved easily.

* Departments that have their own version of ARCS are required to use iRIMS to transfer administrative records into the Records Centre.

Paperwork

The Records Management Section requires you to fill out two forms for transfers:

- **Box Inventory Form.** This form is a list of the box's contents.
- **Records Transfer Slip.** This form is used to track each transfer of boxes into the Records Centre.

Types of Transfers

There are three basic types of transfers:

- Records that are semi-active and need to be stored in the records centre for several years before they reach final disposition.
- Records that can be destroyed immediately.
- Records that can be transferred to the NWT Archives immediately.

Because the processes are slightly different for each type of transfer, boxes that will be put into storage should be sent in separately from boxes that have reached their final disposition. Likewise, records that can be destroyed immediately should be put in a separate transfer from records that will be transferred to the NWT Archives.

The Transfer Process

Follow these steps to transfer records into the Records Centre:

- Fill out a **Box Inventory Form** for each box. Put a copy of the form in each box. You do not have to fill out this form if you are using iRIMS to manage both folders and boxes.
- Fill out a **Records Transfer Slip** for each transfer. This form is required for iRIMS users and non-iRIMS users.
- Send both forms to your department's Records Coordinator.
- Your Records Coordinator checks the forms for errors, and then sends them to the Records Analyst in the Records Management Section of PWS.*
- The Records Analyst reviews the forms and either approves the transfer or tells the Records Coordinator to correct and resubmit the forms.
- If the transfer is approved, the Records Analyst sends **Records Centre box labels** to departments that are not using iRIMS. Departments that are using iRIMS print their own labels from iRIMS.
- Put the labels on the lower right corner of the short end of the boxes. Then tell the Records Analyst that the labels have been put on the boxes.
- The Records Analyst arranges to have the boxes picked up. After the boxes have arrived in the Records Centre, the Records Management Section will send your Records Coordinator a letter confirming that the boxes have been put into storage. Your Records Coordinator will also receive a **Box Location/Status Sheet**, which lists the shelf location for each box in the transfer.

* If your department does not have a records coordinator, send the forms directly to the Records Management Section. Send a copy of the forms to your Director of Finance and Administration.