

Retrieval Slip (Request for Records) Procedures

The Request for Records form is used:

- To Request records from a box in Semi-Active Storage.

Please consult the department records coordinator for internal departmental retrieval procedures.

NOTE: The Request for Records form has been updated as of April 2005.

The Request for Records Form

A Request for Records form is required for each file folder (volume) or box requested for retrieval.

The form template is available on the PWS website:

<http://www.pws.gov.nt.ca/records/index.htm>

Making a Retrieval Request

All the information you need to complete a Retrieval Request is on the following two forms:

- Box Location / Status Listing
- Box Inventory Form

1. Prefix

A division prefix is a code that identifies each division in a department. A list of division prefixes is available from your records coordinator, or from PWS Records Management. Enter the prefix that has been assigned to the records you are requesting. This information is also found on the Box Location / Status Listing.

2. Department

Enter the name of the Department that is requesting retrieval of the boxes from the Records Centre.

3. Division

Enter the name of the Division that is requesting retrieval of the boxes from the Records Centre.

4. Requested by (Name)

The individual requesting the file be retrieved (this would typically be the Records Coordinator).

5. Building/Phone #

The building (this is where it will be sent unless stated in #7) and contact phone number for the individual requesting the file.

6. Requested for (Name)

If the person requesting the box/file is not the individual that the file is to be delivered to please enter the name of the person who the box/file is to be delivered to in the "Requested for (Name)" field (I.E. The records coordinator is the person requesting the file, however, they would like the file sent to another individual in their department). This field may not be necessary in all cases.

7. Building/Phone #

Enter the building (this is for delivery purposes) and contact phone number for the individual the file is for if it is different from the person that is requesting the file. This field is only necessary if the "Requested for (Name)" field is filled out.

8. File Name

Enter the file name as listed on the box inventory form.

9. File and Volume Number

This would be found on the box inventory form as the ARC/ORCS file number and Volume. For unscheduled operational records, you may use the file number as listed in the description or file title.

10. Temporary Box number

Enter this number as found on the box inventory form. It is the box number assigned by the department.

11. Transfer Date

The transfer date is found on the Box Location/Status Listing.

12. Box Locator

Each box has a shelf locator; which is found on the Box Location / Status Listing.

13. iRIMS Transfer ID

The iRIMS transfer ID is on both the Box Location / Status Listing and the box inventory form.

14. Return by

Enter how long you intend to keep the file. Enter "Reactivate" or "Permanent Return" if you want to keep the file and remove it from storage.

15. iRIMS Box ID

The iRIMS Box ID is found on the Box Location / Status Listing beside the temporary box number (temp #).

16. Records Coordinators Approval

Enter the records coordinator that has authority over records. Most Departmental Records Coordinators wish to be informed of all retrieval requests. Please consult you departmental contact about internal procedures.


17. Comments

Enter any unique information such as whether it is a permanent retrieval or reactivation. Also enter any special delivery comments here. For example, if you are sending a courier to pick it up, if you would like the records sent via Internal Mail, etc. Do not put instructions in the email.

Records Retrieval - Example

A completed Retrieval Form for the following file is below. The information on the Box Inventory Form and Box Location /Status Listing was used to fill out the form.

Monthly Activity Budget Adjustments 1999-2000

 REQUEST FOR RECORDS		<small>SHADED AREA IS FOR RECORDS MANAGEMENT USE ONLY</small> <small>* indicates mandatory fields</small>	
Prefix *	VLT09	Department *	Very Large Things
		Division/Section *	Mountains, Lakes, Rivers
Requested by (Name) *	Building/ Phone #	Requested for (Name)	Building/ Phone #
Your Name	###-####		
File Name		File and Volume Number	
Monthly Activity Budget Adjustments 1999-2000		4200-60-100, vol. 1	
Temporary Box Number	Transfer Date	Return By	
3	June 12, 2003	One month	
Box Locator *	iRIMS Transfer ID		
M07-02-05	5555		
iRIMS Box ID	Records Coordinator Approval		
047643	Elise Records		
Comments Please notify to call courier			
Date Request Received		Date of Retrieval	
<Auto Update>		<Auto Update>	

2005

Division Prefix	Department & Division
VLT09	VLT- Mountains, Lakes, Rivers

BOX INVENTORY FORM

Dept Reference #	iRIMS Transfer ID
2004-01	5555

Temp Box #	Box Content Description					Box Notes / Comments				
3	Financial Records									
Box Type	Content Type (Medium)	Disposition Authority (RDA #)	Originals (Masters) / Copies	Box Date (mm/yyyy)			Box Retention			Box Disposition Date
				From	To	Other Close	A	SA	FD	
BOX	PAP	1995-32	Originals	04/99	03/02		2	5	D	03/2009

Item #	ARCS/ORCS File Number	Vol #	File Title or Description of Record	File Date (mm/yyyy)			File Retention			File Disposition Date
				From	To	Other Close	A	SA	FD	
1	4200-35-07	1	Monthly Reports	04/99	03/00		2	5	D	03/2007
2	4200-60-200	1	Quarterly Capital Budget Adjustments	04/99	03/00		2	5	D	03/2007
3	4200-50	1	Supplementary Appropriations	04/01	03/02		2	5	D	03/2009
4	4200-60-100	1	Monthly Activity Budget Adjustments	04/99	03/00		2	5	D	03/2007
5	4200-60-100	2	Monthly Activity Budget Adjustments	04/00	03/01		2	5	D	03/2008
6	4240-35-100	3	Capital Projects	09/01	03/02		2	5	D	03/2009
7	4240-65-03	4	Second Quarter Variance Reports	04/01	03/02		2	5	D	03/2009
8	4200-65-07	4	Monthly Reports	04/01	03/02		2	5	D	03/2009

