



## iRIMS Tip

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

No. 14 – May 2005

### Box & Folder S/O Date

In the GNWT's ARCS/ORCS system, the retention periods and disposition dates are calculated based on the closed date of a file. The closed date of a file is usually the date of the last document on the file. However, from time to time departments will want to use a different date to calculate the retention and disposition. This most often happens with files that close based on an event, such as superseded or obsolete (S/O).

For example, imagine that you opened a policy file in 1995. The date of the last document on the file is 1996. The policy remained in effect until 2005. The retention schedule said that you were supposed to keep the file open and active until it was superseded or became obsolete. If you use 1996 as the close date, you would probably dispose of the file too soon.

To solve this problem, PWS added the S/O Date field. Use this field when you want to use a date other than the close date to calculate retention and disposition.

### iRIMS Folders

Always enter the **"S/O Date"** in this field for files that have an S/O retention trigger in the retention schedule, even if the **"TO Date"** and the **"S/O Date"** are the same.

The disposition reports will be based on whether the retention trigger is S/O and there is an entry in the S/O date field. If the folder does not meet this criteria, retention will be based on the Folder **"TO Date"** field.

The screenshot shows the 'Folder - Update' dialog box with the following fields and values:

- Type: VOL
- Number: 1
- Security: UNC
- Location: WHSE-RM
- Contains:  Originals  Copies
- Status/Date: ACT | 2004-06-28
- From Date: 2001-04-01
- To Date: 2002-01-01
- S/O Date: 2004-02-02 (highlighted)
- Comment: [Empty]
- Folder ID: 0108758
- File Details: Prefix: PWS01, File Number: 0520-25-02, File Security: UNC
- Label: East Print: None, Label Type: NWT, Copies: 1, QRP Type: NWT, Printer: [Empty]
- Retention: SO+1\_6\_D/SO+0\_0\_D

## Disposition Report Example - Folders

File Number	Folder	Folder ID	Status	Location	Type	From Date	To Date	Active Period	Semi Active Period	Total Retention	Disposition Mode	Transfer Date	Retention
6215-30-01	VOL 5	0128003	ACT	WHSE-RM	Copy	01-May-2004	31-May-2004	0	0	0 Years	DES	31-May-2004	SO_5_D/ISO_0_D
Title: Records Management TESTING TERTIARY - DO NOT USE												Final Disposition: <b>June 02, 2004</b>	
6215-30-01	VOL 8	0128006	ACT	WHSE-RM	Copy	01-Aug-2004	31-Aug-2004	0	0	0 Years	DES	31-Aug-2004	SO_5_D/ISO_0_D
Title: Records Management TESTING TERTIARY - DO NOT USE												Final Disposition: <b>September 02, 2004</b>	
6215-30-01	VOL 7	0128005	ACT	WHSE-RM	Orig	01-Jan-2001	02-Feb-2001	0	5	5 Years	DES	02-Feb-2001	SO_5_D/ISO_0_D
Title: Records Management TESTING TERTIARY - DO NOT USE												Final Disposition: <b>February 03, 2006</b>	
6215-30-01	VOL 3	0128001	SA	RC-YK	Orig	01-Mar-2004	31-Mar-2004	0	5	5 Years	DES	31-Mar-2004	SO_5_D/ISO_0_D
Title: Records Management TESTING TERTIARY - DO NOT USE												Final Disposition: <b>April 01, 2009</b>	
6215-30-01	VOL 4	0128002	ACT	WHSE-RM	Orig	01-Apr-2004	30-Apr-2004 07-Jun-2005	0	5	5 Years	DES	S/O 07-Jun-2005	SO_5_D/ISO_0_D
Title: Records Management TESTING TERTIARY - DO NOT USE												Final Disposition: <b>June 08, 2010</b>	
6215-30-01	VOL 11	0127997	ACT	WHSE-RM	Orig	01-Nov-2004	30-Nov-2004 15-Mar-2005	0	5	5 Years	DES	S/O 15-Mar-2005	SO_5_D/ISO_0_D
Title: Records Management TESTING TERTIARY - DO NOT USE												Final Disposition: <b>March 16, 2010</b>	
6215-30-01	VOL 9	0128007	ACT	WHSE-RM	Orig	01-Jan-2001	25-Nov-2002 27-Aug-2003	0	8	8 Years	DES	S/O 27-Aug-2003	SO_8_D/ISO_0_D
Title: Records Management TESTING TERTIARY - DO NOT USE												Final Disposition: <b>August 27, 2011</b>	

## Boxes

The disposition reports will follow the same criteria for the boxes as it does for the folders. If there is no entry in the "S/O Date" field, then retention will be calculated from the "TO Date" of the box. If there is an entry in the "S/O Date" field AND the Retention period starts with S/O then retention will be calculated from the "S/O Date" field.

## Disposition Report Example - Boxes

ASD										
HSS06 - POLICY, LEGISLATION & COMMUNICATIONS										
Transfer ID: 0149										
Transfer Date: April 10, 1997										
Locator: T11 03-01										
Temp	Box ID	From	To	S/O Date	Box Content	RDA	Retention	Period	Disposal Date	
1	001345	01-Apr-94	31-Mar-95	01-Apr-07	[REDACTED]	RDA 1995-32	SO_10_ASD/ISO_0_D	Orig 10	Mar-31-2017	
2	001347	01-Apr-92	31-Mar-94	01-Apr-97	[REDACTED]	RDA 1995-32	SO_10_ASD/ISO_0_D	Orig 10	Apr-01-2007	

Please contact Records Management at 873-7231 if you require further clarification on the use of the S/O Date field.