



## Box Inventory Form Procedures

*MS Word Version*

### 1.0 Purpose

The purpose of these procedures is to explain how to fill out the MS Word version of the Box Inventory Form.

### 2.0 Overview of the Form

The form is divided into three sections: the transfer details section, the box details section, and the file details section. The three sections are shown in the picture below.

Transfer Section	Division Prefix		Department & Division		Box Inventory Listing				Dep't Reference # (Optional)			DIIMS Transfer ID (Prefix YYYY-MM-DD or Prefix YYYY-MM-DD #)			
	Temporary ID		DIIMS Box #		Box Name				Box Comments/Description (Optional)						
Box Section	Box Type (Locator Type)	Content Type (Medium)	Disposition Authority (RDA #)	Originals (Masters)/Copies (Record Type)			Box Date (mm/yyyy)		Box Retention (RSI)			Box Disposition Date (mm/yyyy)			
							From	To	S/O Date	A	SA	FD			
File Section	Item #	ARCS/ORCS File Number	Vol #	File Title or Description of Record (Volume Name)			File Date (mm/yyyy)			File Retention (RSI)			Eligible Transfer Date (mm/yyyy)	File Disposition Date (mm/yyyy)	
							From	To	S/O Date	A	SA	FD			
	1														
	2														
	3														
	4														
	5														
	6														
	7														
	8														
9															
10															

### 3.0 Completing the Form

#### 3.1 Getting Started

- a. Launch *MS Word*.
- b. Open the template (templates can be found on the [PWS website](#)).
- c. Save As a new file with a new file name.
- d. Enter the box and file information as outlined in the procedures below.
- e. Each box in the transfer must be listed on its own page. See Section 3.6 for information on how to add additional boxes to the MS Word file.
- f. Save your changes

#### 3.2 Transfer Details Section

The Transfer Details Section contains information that is common to every box in a transfer and is repeated on every page.

In MS Word, this information is found in the page header. To open the header, double-click on the transfer details section or go to the *Insert ribbon*, click on *Header*, and then pick *Edit Header* from the drop-down list.



- a. **Division Prefix:** Enter the alphanumeric code that identifies the department and division that owns the files. You can get this from your department's records coordinator.
- b. **Department & Division:** Enter the name of the Department and Division that owns the files.
- c. **Dep't Reference #:** This is an optional field. Some records coordinators use their own numbering system to keep track of transfers. Enter the reference number only if it is being used.
- d. **DIIMS Transfer ID:** This is a code that is assigned to a transfer by the department's records coordinator when he or she reviews the boxes in DIIMS. It is used to keep track of each group of boxes that is sent to the records centre. The Records Coordinator will add the Transfer ID to the form or provide it to you.

### 3.3 Box Details Section

The Box Details Section contains information that describes a box. The information entered here will repeat on every page for that box.

- a. **Temporary ID:** Assign a consecutive number to each box in the transfer, beginning with box 1. Enter this number in this field.
- b. **DIIMS Box #:** DIIMS assigns a unique identification number to each box that is entered into the system. After you have entered the boxes into DIIMS, you can add the DIIMS Box ID Number to the form.
- c. **Box Name:** Enter a brief description of the files that are in the box (do not use any personally identifiable information).
- d. **Box Comments / Description:** This is an optional field. Enter any additional information about the box that may be useful for future retrieval or disposition.
- e. **Box Type (Locator Type):** The records centre accepts several different types of boxes. This is called the Locator Type in DIIMS. **Note:** Only the Yellowknife records centre accepts cheque boxes. The Fort Simpson records centre does not accept Square Tube Boxes. Enter one of the following codes for the type of container used:

Code	Description of Container
<b>BOX</b>	<b>ARC File Box</b> (stocked item # 22821) – Yellowknife only <b>Small Rec/Ship Box</b> (stocked item # 22721) – Fort Smith, Fort Simpson, Hay River, and Inuvik
<b>CHQ</b>	9"x24"x4½" cheque boxes – Yellowknife only. Purchase from an office supply company.
<b>TUBE01</b>	4"x4"x30" Square Tube Box (stocked item # 224430)
<b>TUBE02</b>	4"x4"x36" Square Tube Box (stocked item # 224436)
<b>TUBE03</b>	6"x6"x30" Square Tube Box (stocked item # 226630)



Code	Description of Container
TUBE04	6"x6"x36" Square Tube Box (stocked item # 226636)

- f. **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. Choose one of the following codes from the drop-down list.

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

- g. **Disposition Authority (RDA #):** Enter the Records Disposition Authority (RDA) number. This is the number that is used to identify an approved disposition authority, such as ARCS or an ORCS. The RDA number for ARCS is 1995-32. Each ORCS will have its own RDA number. If the box contains records that are classified to more than one RDA, list all of the RDAs.
- h. **Originals (Masters)/Copies (Records Type):** Identify whether the records in the box are originals, copies or both. This field is called Record Type in DIIMS. It is used to identify if you are using a master file or copy file retention period to schedule the box.

*Complete the following fields after all files have been listed:*

- i. **Box Date (mm/yyyy):** Enter the month and the year in mm/yyyy numeric format. For example, for November 2010, enter 11/2010.
- i. **From Date** - Find the file that has the earliest (first) From Date of all of the files in the box. Enter this date in the From Date field.
  - ii. **To Date** - Find the file that has the most recent (last) To Date of all of the files in the box. Enter this date in the To Date field.
  - iii. **S/O Date (Other Close Date)** - Enter a date if the retention for the box begins with an S/O and you want to calculate the disposition date from a date other than the To Date. **Note:** DIIMS will only calculate retention and disposition using the S/O Date field if the retention period for the box begins with S/O.
- j. **Box Retention (RSI):** Enter the retention schedule (Active Period, Semi-Active Period, and Final Disposition) that will calculate the last disposition date of the files in the box. **Note:** You may have a retention period for the box that does not match the retention period of any of the file folders in the box.



- k. **Box Disposition Date (mm/yyyy):** Enter the month and year in which the box will be eligible for final disposition. To get this date, find the file with the latest disposition date. Next, add the Box Retention schedule to the box To Date or the Box S/O Date. This should give you a Box Disposition Date that matches the last File Disposition Date. If not, adjust the box retention periods so that the disposition dates match.

### 3.4 File Details Section

Complete one row of the form for each file folder or item in the box.

**Note:** If a file has more than one volume, each volume must be listed separately so that all of the volumes may be located and retrieved in the future. This also helps your department account for the disposal of all volumes of a file. For example, if file number 1234-56-78 has 5 volumes, list each volume on a separate row. Each entry will have the same file number and title, but the Volume Number and File Dates will be different.

- a. **Item Number:** This number identifies where the folder is located in the box. Enter the first folder in the box as item 1, the second as item 2, and so on.
- b. **ARCS/ORCS File Number:** Enter the full classification number (ARCS or ORCS primary, secondary, tertiary and quaternary numbers) for the folder.
- c. **Volume Number:** Enter the volume number for the folder.
- d. **File Title or Description of Record (Volume Name):** Enter the title of the folder. The title should be the same as the title found on the folder's label. Include as much extra detail as you need to retrieve the folder later. **Note:** Make sure that you spell out all abbreviations and acronyms. The meanings of abbreviations are often forgotten over time.
- e. **File Date (mm/yyyy):** Enter the month and the year in mm/yyyy numeric format. For example, for November 2010, enter 11/2010.
  - i. **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. Write this date in the From Date field.
  - ii. **To Date** - 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.
  - iii. **S/O Date (Other Close Date)** – It is used if the retention trigger in the active column of the retention schedule for a file is S/O. Its purpose is to give you the option of calculating the retention and disposition date from a date other than the To Date. If an S/O date is the same as the To Date, enter it again in the S/O Date field to confirm the file was superseded or obsolete (S/O) on that date.



Examples for the use of this field are:

- Files that have multiple volumes with different date ranges and you want to schedule all of the volumes together.
  - There is a retention trigger or closure criteria in the active column of the retention schedule that requires you to use a closed date that is different from the To Date. (E.g., if the retention is to be calculated from a person's date of birth; enter the birth date in the S/O Date field.)
- f. **File Retention:** Enter the retention schedule (Active Period, Semi-Active Period, and Final Disposition) that applies to the file. Write the retention schedule exactly as found in ARCS or ORCS. 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.
- g. **Eligible Transfer Date (mm/yyyy):** Enter the earliest date on which the file can be transferred to the records centre (This field must be completed when boxes are going into storage and is not required if boxes are eligible for destruction). To calculate this date, add the active period to the file To Date or the file S/O date.
- h. **File Disposition Date (mm/yyyy):** Write the month and year in which the file will be eligible for final disposition. To get this date, add the active and semi-active periods to the file To Date or S/O Date.

### 3.5 Adding and Deleting Rows

The Word form comes with the first 29 rows of file information partially filled out. Follow these steps if your box has more than 19 rows.

- a. Go to the last row in the form. Place your cursor in the last row. Tab through the columns until a new row appears.
- b. As an alternative, you can highlight the last few rows in the table. Right click and pick *Insert* and then *Insert Rows Below* or go to the *Table Tools – Layout* ribbon and pick the *Insert Below* option.

If you want to delete extra rows from the form so that they do not appear when the form is printed, follow these steps:

- a. Select the rows that you want to delete.
- b. Right click and pick *Delete* or use the *Delete Cells* option in the *Table Tools – Layout* ribbon.

### 3.6 Adding a New Box

If a transfer contains more than one box, a new form is needed for each additional box. The new forms should be added to the end of the MS Word file.



- a. Select at least the first eight rows of the form (Temporary ID through the Final Disposition Date field in item # 2). These rows contain the box detail and file detail information. Press *Ctrl+C* to copy or use the *Copy* option in the *Home ribbon*. **Note:** the transfer details section will repeat in the header and does not need to be copied.
- b. Place the cursor at the very end of the document, either by scrolling to the end of the document and clicking under the table or by pressing *Ctrl+End*.
- c. Insert a page break, either by pressing *Ctrl+Enter* or by going to the *Insert ribbon* and picking *Page Break*.
- d. Paste the copied table onto the new page, either by pressing *Ctrl+V* or by picking the *Paste* option on the *Home ribbon*.
- e. Delete the information from the previous box and begin entering the information for the new box.