



## Box Inventory Form Procedures

### MS Excel Version

### 1.0 Purpose

The purpose of these procedures is to explain how to fill out the MS Excel 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.

The MS Excel sheets are protected. Rows and columns cannot be added or deleted and fields shaded light or dark grey cannot be modified while sheet protection is turned on.

Division Prefix		Department & Division		Box Inventory Listing			Prepared By			DHIMS Transfer ID (Prefix_YYYY-MM-DD or Prefix_YYYY-MM-DD_#)			
Fill out in Template Data Sheet		Fill out in Template Data Sheet		Fill out in Template Data sheet			Fill out in Template Data sheet			Fill out in Template Data sheet			
Temporary ID	DIIMS Box #	Box Name			Box Comments / Description (Optional)								
Box Type (Locator Type)	Content Type (Medium)	Disposition Authority (RDA #)	Originals (Masters) /Copies (Record Type)			Box Date (yyyy-mm-dd)			Box Retention (RSI)			Box Disposition Date (yyyy-mm-dd)	
						From	To	S/O Date	A	SA	FD		
Item #	ARCS/ORCS File Number	Vol #	File Title or Description of Record (Volume Name)			File Date (yyyy-mm-dd)			File Retention (RSI)			Eligible Transfer Date (mm/yyyy)	File Disposition Date (YYYY-mm-dd)
						From	To	S/O Date	A	SA	FD		
1													
2													
3													
4													
5													
6													
7													
8													

### 3.0 Completing the Form

#### 3.1 Getting Started

- Launch *MS Excel*.
- Open the template (templates can be found on the [Infrastructure website](#)).
- Save As* a new spreadsheet with a new file name.
- Enter the box and file information as outlined in the procedures below.
- 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 Excel file.
- 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 Excel, this information is entered into a separate sheet. **Do not enter transfer information into the fields on the Box form itself.** To open the sheet that contains the transfer data, click on the *TemplateData* tab. The *TemplateData* sheet has four cells in it that are highlighted in yellow and that have “Change in TemplateData Sheet” entered into them. Replace the “Change in TemplateData Sheet” entries with the information described below.



TemplateData tab

	A	B	C	D	E	F	G
1	Prefix	Department	Prepared By	TransferID	BoxType	Medium	RecordType
2	Change in TemplateData Sheet	Change in TemplateData Sheet	Change in TemplateData Sheet	Change in TemplateData Sheet	Box	PAPER	Originals
3					Cheque Box	AUDIO TA	Copies
4					Tube01 - 4x4x30	CD	Mixed
5					Tube02 - 4x4x36	DATA TAPE	
6	Do Not Delete this Sheet - this information is used on all other sheets				Tube03 - 6x6x30	DISK	
7					Tube04 - 6x6x36	FILM	
8						MAP/PLAN	
9						MICROFILM	
10						MIXED	
11						PHOTO	
12						VIDEO TAPE	
13						X-RAY	

TemplateData Sheet

- Prefix (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.
- Department (Department & Division):** Enter the name of the Department and Division that owns the files.
- Prepared By:** Enter the name of the person who packed the box and filled out the Box Inventory Form.
- TransferID (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.

Open the sheet for the first box that you are working on. The information that you entered into the *TemplateData* sheet will appear in Row 3.

**Do not delete this tab** or the information will be lost.

### 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. Open the sheet for the box that you are working on.



- 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. Choose one of the following codes for the type of container used from the drop-down list:

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)
<b>TUBE04</b>	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
<b>PAP</b>	Paper	<b>MAP</b>	Map, Plan, Drawing, or Blueprint
<b>AUD</b>	Audio	<b>MFM</b>	Microfilm
<b>CD</b>	Compact Disk or DVD	<b>PHO</b>	Photograph or slide
<b>DIS</b>	Disk/Diskette	<b>VID</b>	Video Cassette
<b>FLM</b>	Film Reel	<b>X</b>	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 of the files have been listed:*

- i. **Box Date (yyyy-mm-dd):** Enter the year, month, and day in yyyy-mm-dd numeric format. For example, for November 1, 2010, enter 2010-11-01. **Note:** some of the date fields will auto-populate.
  - i. **From Date: Leave Blank. This field will auto-populate.** When you enter the dates for the file folders, Excel will find the file that has the earliest (first) From Date of all of the files in the box and enter this date in the From Date field for you.
  - ii. **To Date: Leave Blank. This field will auto-populate.** When you enter the dates for the file folders, Excel will find the file that has the most recent (last) To Date of all of the files in the box and enter this date in the To Date field for you.
  - 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 (yyyy-mm-dd): Leave Blank. This field will auto-populate.** Excel will calculate the disposition date for the box based on the box dates and box retention schedule.

### 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 (yyyy-mm-dd):** Enter the year, month, and day in yyyy-mm-dd numeric format. For example, for November 1, 2010, enter 2010-11-01.
  - 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 only 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 (yyyy-mm-dd): Leave Blank. This field will auto-populate.** Excel will automatically fill this out with the earliest date that the file can be transferred into the records centre. The cell will be highlighted in yellow if the file is not eligible for transfer to the records centre.
- h. **File Disposition Date (yyyy-mm-dd): Leave Blank. This field will auto-populate.** Excel will automatically fill this out with the date on which the file will be eligible for final disposition. To get this date, Excel adds the active and semi-active periods to the file To Date or S/O Date.

### 3.5 Adding and Deleting Rows

The Excel form comes with the first 150 rows of file information partially filled out. Follow these steps if your box has more than 150 rows. These steps are required in order to copy the formulas that calculate transfer and disposition dates.

- a. Open the *Review* tab. Click *Unprotect Sheet*.
- b. Go to the last two rows in the form.
- c. Select columns A through L in the last two rows, as shown in the picture below.

	A	B	C	D	E	F	G	H	I	J	K	L
157	147											
158	148											
159	149										01/1900	01/1900
160	150										01/1900	01/1900
161												

Selecting columns A-L in the last two rows

- d. Place the cursor over the fill handle until a plus sign appears. The fill handle is circled in red in the picture above. Holding down the left mouse button, drag down the required number of rows. Excel will add new item numbers to the new rows. It will also copy the formulas in columns K and L that calculate the transfer date and disposition date.
- e. Open the *Review* tab. Click *Protect Sheet*. On the Protect Sheet pop-up window, click *OK*. Do not make any changes to the protection options and do not set a password.

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. Open the *Review* tab. Click *Unprotect Sheet*.
- b. Select the rows that you want to delete.
- c. Right click and pick *Delete* or use the *Delete Cells* option in the *Home* tab.
- d. Open the *Review* tab. Click *Protect Sheet*. On the Protect Sheet pop-up window, click *OK*. Do not make any changes to the protection options and do not set a password.

### 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 as new sheets in the MS Excel file.

The Excel form comes with a template sheet called “Template for adding new boxes.” Do not enter any box information in this sheet. Instead, use it to make new sheets.



- a. Click on the “Template for adding new boxes” tab to open the Template sheet.
- b. Right click on the tab and pick *Move or Copy...* from the menu or go to the *Format Cells* drop down menu in the *Home* ribbon and pick *Move or Copy Sheet....* This will open a dialog box.
- c. In the dialog box, choose where you want the new sheet to appear. Check the *Create a Copy* box.
- d. Click OK. Excel will open your new sheet.
- e. Double-click on the tab or right click and pick *Rename* in order to name the sheet after your new box.