



Records Management Tip

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

No. 4 – July 2003 (Revised October 2012)

Records Centre Series

Records Centre Transfers – Regions

When can I transfer records to the Records Centre?

PWS operates regional records centres in Fort Smith, Fort Simpson, Hay River, and Inuvik. They provide records storage services to departments and agencies. They take 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.

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

Preparing the Boxes

The Regional Records Centres can only house one type of box:

- 15" x 11¼" x 10" Small Rec/Ship Box, available from the GNWT Warehouse. Use stock number 22721.

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.
- Avoid placing loose documents in the box.
- Leave "wiggle room" in the box, so that the files can be retrieved easily.

Paperwork

The Records Management Section requires you to fill out one **Box Inventory Form** for every box that you are sending to the Records Centre. This form is a list of the box's contents. You can also send in a **Records Transfer Slip**. This form can be 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. Departments that are using iRIMS to manage folders and boxes do not have to fill out this form.
- Fill out a **Records Transfer Slip** for each transfer.
- Send both forms to your department's Records Coordinator. If you do not know who your records coordinator is, contact the Records Management Section of Public Works and Services.
- 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 DIIMS. Departments that are using DIIMS print their own labels from DIIMS.
- In Fort Smith, put the label on the lower right corner of the short end of each box. In Inuvik and Fort Simpson, put the label on the long side of each box. Then tell the Records Analyst that the labels have been put on the boxes.
- The Records Analyst will tell you to call the Regional Records Centre Contact to make arrangements to transfer the boxes to the Records Centre.
- 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 have access to a **Box Location/Status Sheet**, which lists the shelf location for each box in the transfer.