Records Centre Records Transfer System

A User Guide

Records Centre Client Services
Provincial Archives (*Finance and Treasury Board)*
Effective 2022

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Version	Revision Date	Author	Summary of Changes
2	July 13, 2022	Records Centre Services	*Update to Table of Contents *Revision tracker table *Figure 8 Session timed out login *Populate next item based on previous * Searching Current and Past Transfers (including box locations).
	April 22, 2024	Records Centre Services	Updating unit name

Introduction

The ***Provincial Archives of New Brunswick (PANB)*** is mandated under the *Archives Act* to provide economical storage facilities for public records and to encourage the use of such facilities.

The ***Provincial Archives' Records Centre*** (Records Centre) maintains and administers centralized off-site records storage program for semi-active records in paper form. While these records are stored, they remain under the care, custody, and control of the transferring body.

Purpose of this Publication

The purpose of this document is to provide clients with instructions on how to transfer records to the Provincial Archives' Records Centre for storage using the on-line Records Centre Services System.

Intended Audience

This publication is for Records Managers/record custodians who are responsible for transferring their organization's records for storage at the Provincial Archives' Records Centre.

1. Background

1.1 Records Centre Activities

The Records Centre is an off-site storage facility. It provides secure, low-cost storage for semi-active records and processes retrieval/call back and return requests for files and boxes.

Records stored at the Records Centre remain under the control of the organization that sent them. Only authorized employees of the transferring body may recall their records from the Centre.

2. Records Centre Records Transfer System

The *Records Centre Records Transfer System* allows authorized registered users to submit and track transfers of records through an intranet/extranet site.

2.1 Who can use the system?

Any authorized Records Centre Services' client, including Government employees outside of the GNB Exchange Server, can use the system to send and recall records.

2.2 What can you transfer?

You can request to transfer records that have reached their semi-active period or are ready for archival selection and preservation. The applicable Retention and Disposition Schedule dictates when this period begins.

3. Registered Users

The Records Centre maintains a list of authorized registered users. These names are supplied by departmental Records Managers (or equivalent). If you are already a registered user, you do not need to re-register.

3.1 Becoming a Registered User

If you are not a registered user and you attempt to use the Records Transfer System, an error message will appear advising you to contact your departmental Records Manager. The Records Manager will verify your need to transfer records and ask the Records Centre Request Coordinator to add you as an authorized user.

If you do not know who your departmental Records Manager is, contact the Records Centre Request Coordinator at records.centre@gnb.ca for assistance. If your organization does not have a Records Manager, the manager of your work unit/branch can request that you be added as a system user.

3.2 Departmental Records Managers vs. General Users

Departmental Records Managers and general users have different rights in the Records Centre Transfer Request System.

- General users can initiate transfers and access their own transfer history.
- Departmental Records Mangers can search, track, and manage the transfers of all authorized user(s) in their department(s).

4. Records Centre Services Login Page

To access the system:

- For GNB Intranet users: Records Center Services / Dépôt des documents (gnb.ca)
- For Extranet users: Login / Connexion (gnb.ca)

4.1 Internal Users:

The link will take you to the *Records Centre Services* Login page.
Internal clients do not require a password. Simply click the blue Login button.

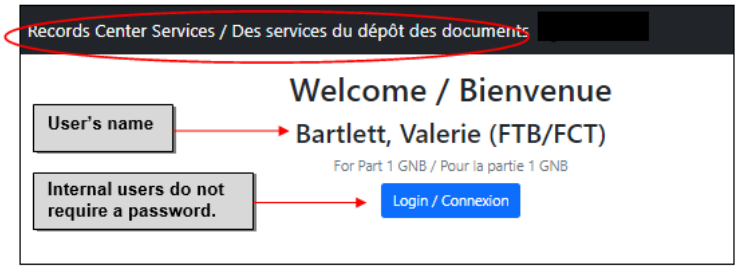


Figure 1 *Records Centre Services* Login for **internal** clients

4.2 External Users:

When your account is first authorized, you will receive an email with a temporary password. You will be prompted to change your password the next time you log in. If you forget your password, you can request a password reset.

Your username is your email address.

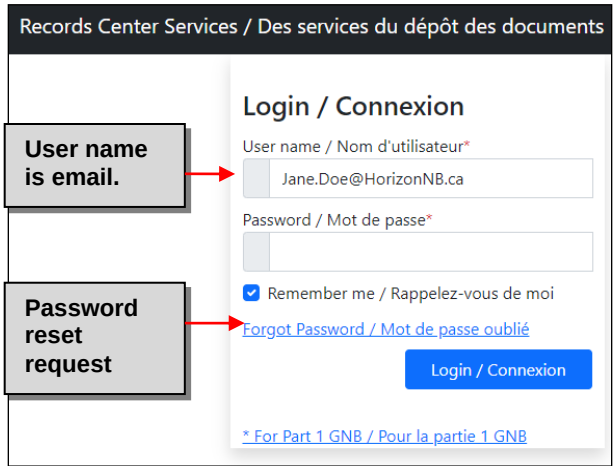


Figure 2 *Records Centre Services* Login for **external** clients

5. Records Centre Services Homepage

After logging in, the system will take you to your personalized Records Centre Services homepage. Your name will be shown on the top right. The dropdown arrow provides links to *My Profile* and this user guide, as well as the log out option.

The homepage provides the following functions:

- **My Requests/My Transfers** – Displays details for current and past requests and transfers.
- **New Request/New Transfer** – Create new requests and transfers (top of screen).
- **My Profile** – Manage your contact information, set language preference, and change your password.

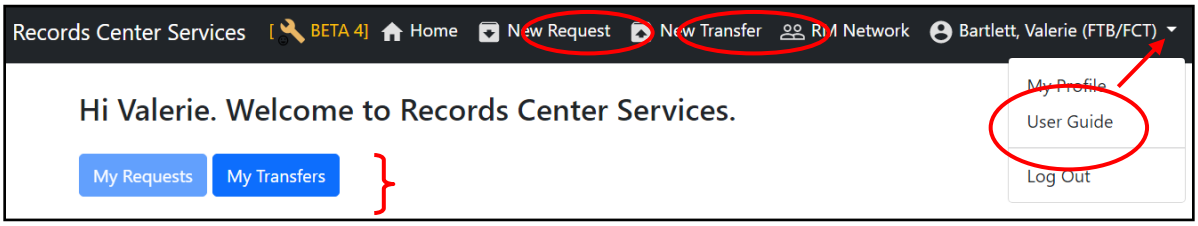


Figure 3 *Records Centre Services* homepage

5.1 My Profile settings

The *My Profile* tab allows you to manage your user information and preferences. Set your default information the first time you log in. This is the information the system defaults to auto-fill those fields each time you begin a new transfer.

On the Homepage, go to *My Profile* in the dropdown list under your name.

From here, set your language preference, change your pasword, and edit your contact information for pickups and deliveries. The system will autofill based on these details each time.

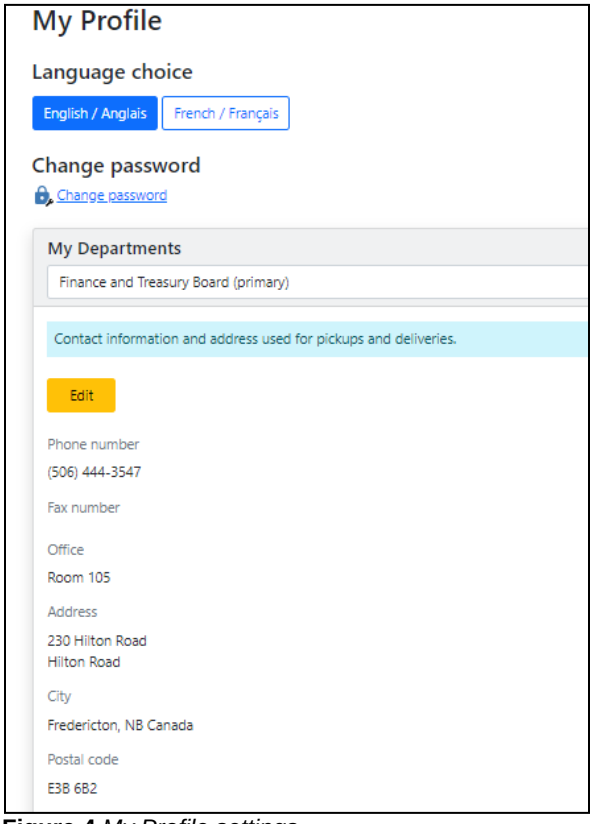


Figure 4 *My Profile settings*

6. Initiating a New Records Transfer

To create a new Transfer, select *New Transfer* from the menu at the top of the homepage.

Step 1

The contact information will default to your *My Profile* settings. Information may be edited here if the contact information and address for the pickup is different. Include information that will assist Records Centre staff to find your office or the room where boxes are held for pick up.

If contact information is correct/complete, go to the bottom of the page and select the *Step 2 Add Boxes.*

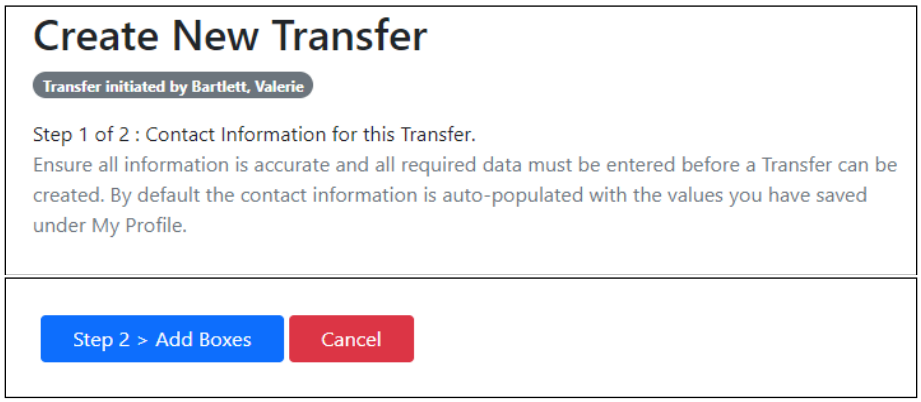


Figure 5 *Create New Transfer: confirm contact information.*

Step 2
Complete the Transfer Request:

If you leave the page without completing and sending the transfer, the system will auto save your details as a draft to complete later.

When you hover over each field you will see an information text box.

Fill out the following fields:

- **Contact Information**
  Check contact information by hitting the down arrow in the *Contact Information* field. Remember this autopopulates from your Profile details.
- **Schedule Number**
  Enter the Records Retention and Disposition Schedule number associated with the records you are transferring. Only active operational or administrative schedules will be accepted.

  Enter CPRS, MRA or RSCRA schedule numbers with a dash preceding the numerical code. Ex. CPRS-0700 **not** CPRS0700 **or** CPRS 0700.

  Enter operational schedule numbers as 1999-SNB-01 **not** 99-SNB-01. (e.g., 2008-JST-03 or CPRS-1050-1-a).

Note: The system requires the complete CPRS code, including the secondary and tertiary numbers if applicable. Use the following format:

CPRS-Primary code – secondary code – tertiary code.

Example: CPRS-1050-3-c

Contact your departmental Records Manager if you do not know the Records Retention and Disposition Schedule number.

Note: Only one retention and disposition schedule number per transfer item.

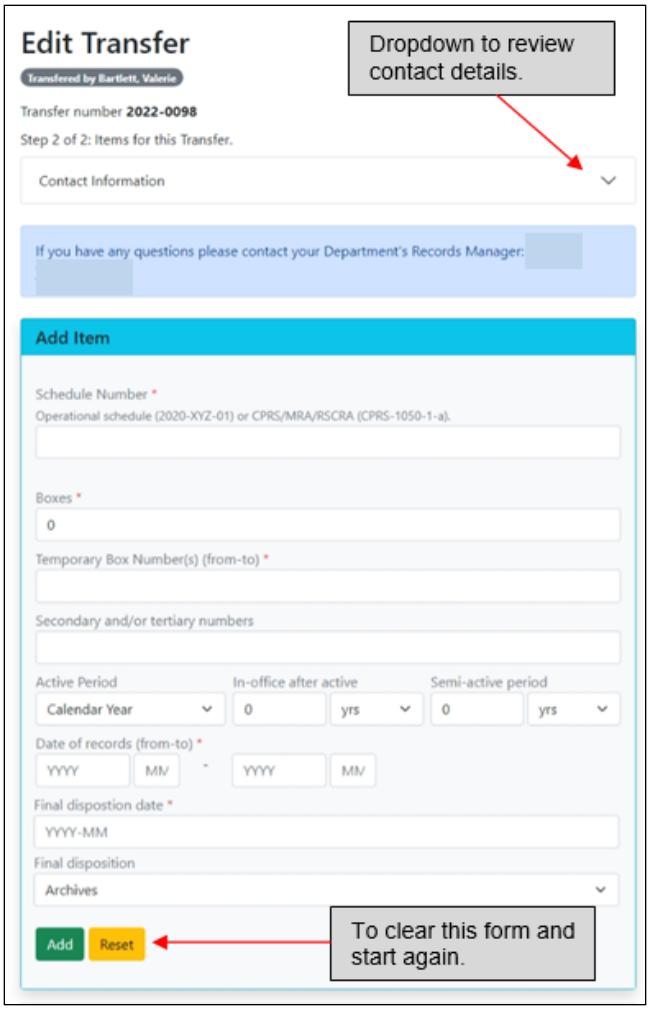


Figure 6 *Records Transfer Details, part 1*

- **Series Title**
  This field will auto complete. Enter more descriptive information in the *Secondary and/or Tertiary numbers* text field if needed.
- **Boxes**
  Enter the number of boxes for this entry.
- **Temporary Box Numbers**
  Assign a unique number to every box. It is recommended box numbers begin with the last two digits of the calendar year in which they are sent, (e.g. 09-1 to 09-88 for the first 88 boxes sent in 2009), since you may send many boxes over the course of a year, use a system that works well for you and ensures you can keep track of your boxes, their content, and their locations.
- **Secondary and/or Tertiary numbers**
  If you are using an integrated operational schedule, indicate the secondary and/or tertiary numbers for the records here.

  This text field may also be used to add additional descriptive information such as the date the active period ended if different from the dates of records.
- **Active period**
  Choose from the drop-down list the appropriate description of the trigger or event which indicates when the records cease to be current and can begin their “in office after active” or “semi-active” phase.

- **In-office after active**
  Enter the number of years the records are required to remain in the office after the active period. This information is in the Records Retention and Disposition Schedule.
- **Semi-active**
  Enter the number of years the records are to remain in storage at the Government Records Centre. This information is found in the Records Retention and Disposition Schedule.
- **Dates of records**
  Enter the date of the earliest file and the date of the latest file in this transfer. For fiscal/continuous/superseded/obsolete records, please indicate the month and year the file closed (e.g. 2001-March 2003). Note that only the year is necessary for dates of records in this field.
- **Final disposition date**
  Calculate and enter the disposal date for the records (month and year). For assistance in calculating final disposition dates see page 9 of Using Records Centre Services Directive.
- **Final disposition:**
  Choose from the drop-down list the final disposition found in the Records Retention and Disposition Schedule.

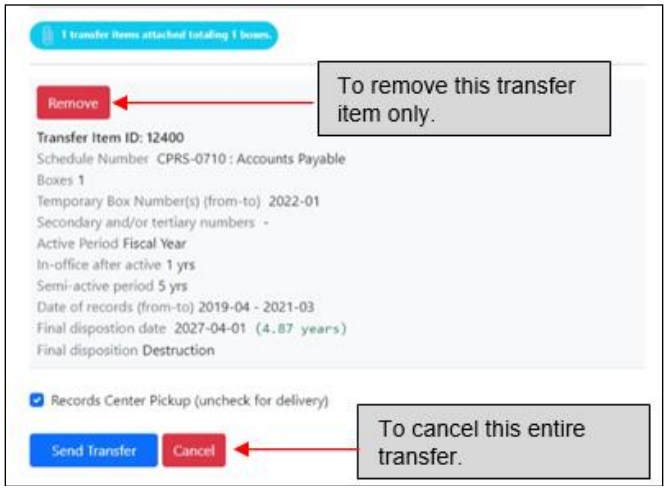


Figure 6 *Records Transfer Details, part 2*

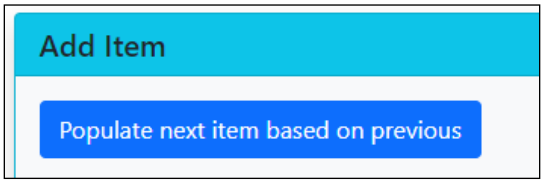
- **Add**
  To finalize this transfer item, select the *Add* button. This will attach it to the transfer.

  A condensed version of the item details will move to below the form and the form will clear for the next item.

  You can have multiple transfer items in one transfer.

  - **Populate item based on previous**
    After the first item is added, the option to request another item based on the details will appear at the top of the form.

    If transferring more than one group of records from the same records series but different dates, chose this option. Selecting this option will auto fill the fields with the details of the previous item except for the temporary box numbers, dates of records, and final disposition date.



- **Reset**
  Click the *Reset* button to clear the form fields and start over.
- **Records Centre Pickup (uncheck for delivery)**
  The default setting is for Records Centre to pick up the boxes. If you would prefer to deliver the records, uncheck this box. Either way, Records Centre staff will contact you to arrange a time.
- **Send Transfer**
  To complete the Transfer request, hit *Send Transfer*. If you exit without sending, the system will automatically save incomplete transfer requests in a draft.

  Note: After 30 minutes of inactivity, your login session will time out. If you leave the page you were on it will take you to a new login. This is for both internal and external clients. Choose the appropriate link to log back in and continue. Any transfer left undone will be automatically saved as a draft.

Note: Print and place completed Records Transfer List forms inside each box, and label your boxes with the corresponding temporary box numbers.**.** For instructions on completing the Records Transfer Lists, see the Guide to Using Record Centre Services.

- **Cancel**
  To cancel the entire transfer before sending it, use the *Cancel* button.
  To only cancel one Transfer item, select the *Remove* button above the Transfer Item.

6.1 Error Messages

Information that is not valid or complete will generate an error message. Some examples include inactive/invalid schedule numbers or missing temporary box numbers.

If you do not understand the error message, need clarification or more details, contact your departmental Records Manager. You will find that contact information on the homepage. If your agency does not have a Records Manager, send an email to Records.Centre@gnb.ca

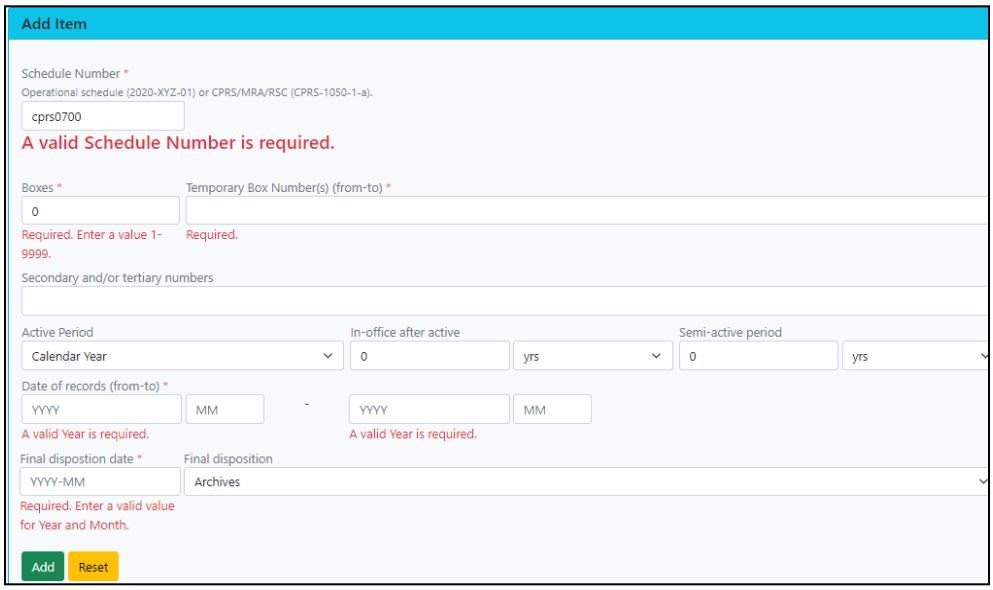


Figure 7 *Error messages*

6.2 Session timed out

After 30 minutes of inactivity, your login session will time out. If you leave the page you were on it will take you to a new login. This is for both internal and external clients. Choose the appropriate link to log back in and continue. Note that any request left undone will be automatically saved as a draft.

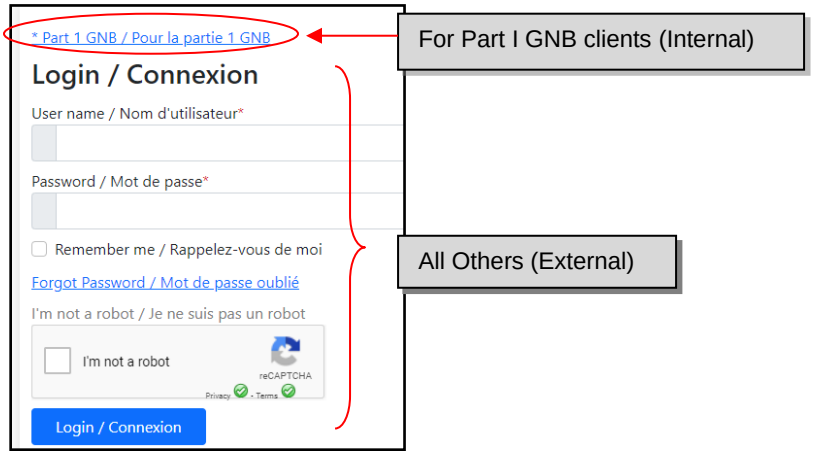


Figure 8. *Session timed out Login*

6.3 Notification Messages

You will receive email notifications as your transfer request moves through each step of the process from *Sent* to *Verified*, including when a transfer/detail has been cancelled or changed.

You can reduce the number of email notifications by using the **Add** button to send separate transfer items under one Transfer number. There is no limit to the number of items you can send in one Transfer.

TIP: If you are concerned about the number of emails being generated, it is advised that you create a special folder in your Inbox with rules to filter Records Centre emails to that folder. For instructions on setting up folders and rules, consult the *Help* feature in your *Outlook* menu and search "Manage email using rules".

6.3.1 Changes to transfer details by Records Centre staff

If changes were made to your original transfer details, you will see this note in your e-mail.

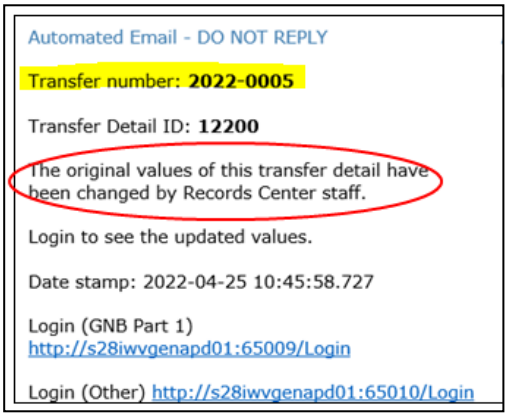


Figure 9 *Modification of details email notice.*

You can see the details of changes by going to *My Transfers* and selecting the *View* button next to the corresponding Transfer Number. At the bottom of the Transfer item details you will find the following note:

"*Changes were made to your original values"*. The original values are included below for comparison. In the example below, the Records Centre Services Coordinator corrected the semi-active period and adjusted the final disposition date accordingly.

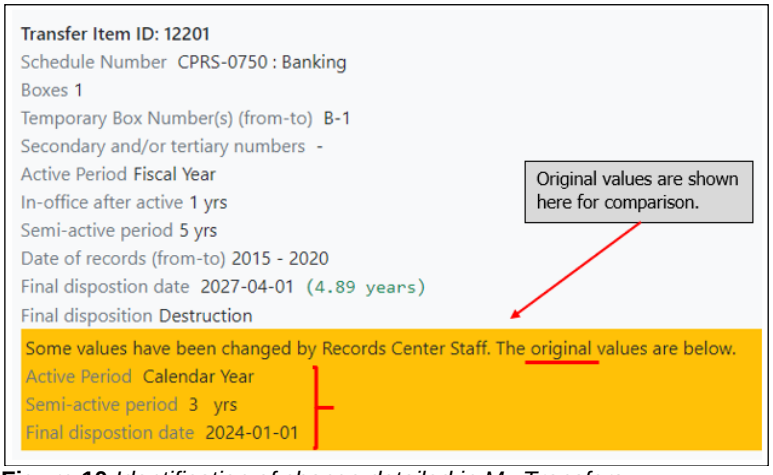


Figure 10 *Identification of change detailed in My Transfers*

Direct questions or concerns about the modifications to your Transfer details to records.centre@gnb.ca.

7. Searching Current and Past Transfers

Your transfer history is displayed on *My Transfers* page and is updated in real time. Once a transfer is complete, you can access the box location information by viewing your account history. *See Figure 12*

Transfers history can be filtered based on department, fiscal year, and status, then sorted by column fields in the results table. Records Managers can also filter by client. Box location information goes back to 2013 (if data is available).

You can access the complete details of an individual transfer via the corresponding *View* button.

Note: The default homepage is *My Requests.* Remember to select "*My Transfers*"

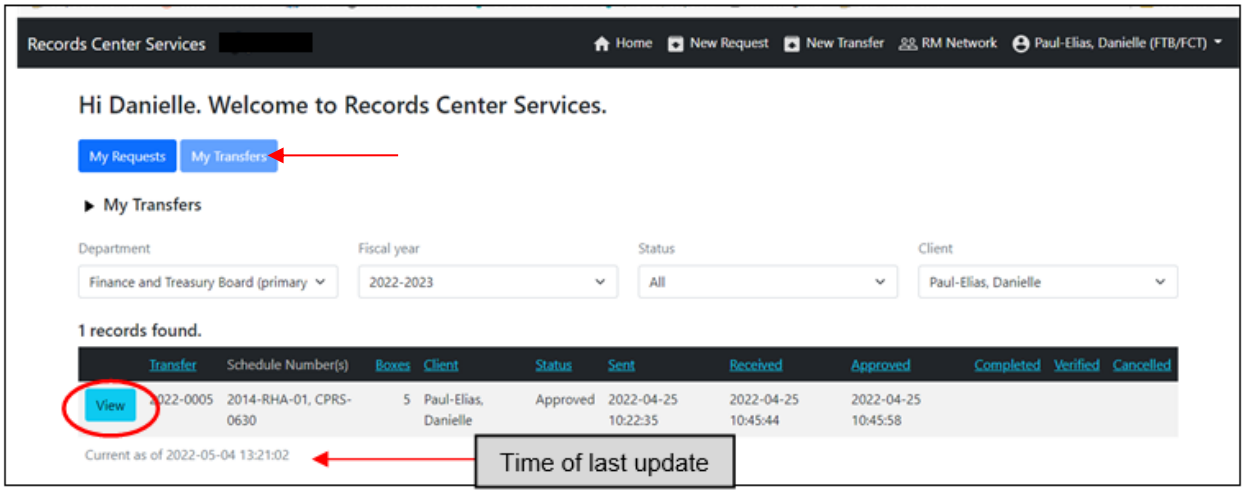


Figure 11 *Transfer history on My Transfers page*

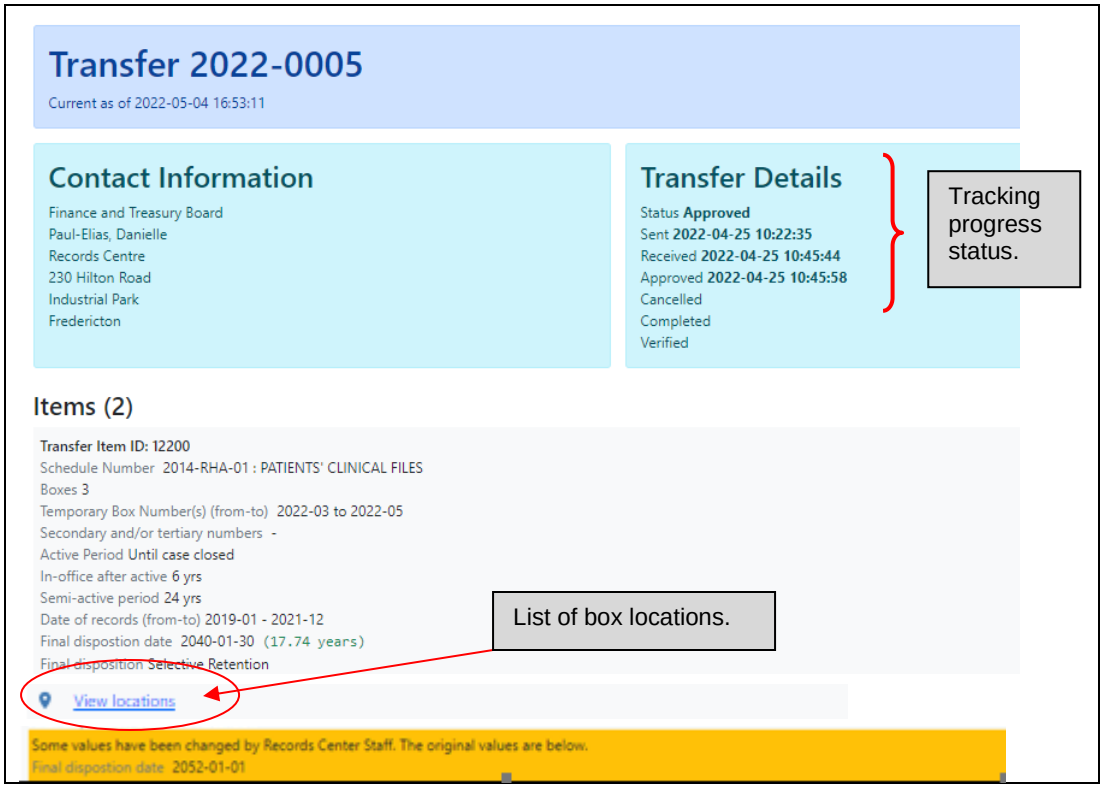


Figure 12 *View of Transfer Item*

7.1 Tracking Your Transfers

The status of your transfer is tracked and presented in the table on *My Transfers* page as well as in the individual detail view of the transfer.

The transfer status definitions are:

Sent	submitted by the client.
Received	successfully received by Records Centre staff and awaiting review by Records Centre Request Coordinator.
Approved	reviewed, entered in queue for pick up or delivery.
Cancelled	removed, no more action to be taken.
Completed	picked up by, or delivered to, the Records Centre.
Verified	confirmed, processed, and shelved.

7.2 Editing/Cancelling Your Transfer

Transfer details may be edited, or items cancelled by clients while still in draft by clicking the *"Edit"* button.

Note: You will not be able to cancel or edit the transfer once it has been received by Records Centre staff. If changes are necessary, send an e-mail to records.centre@gnb.ca,

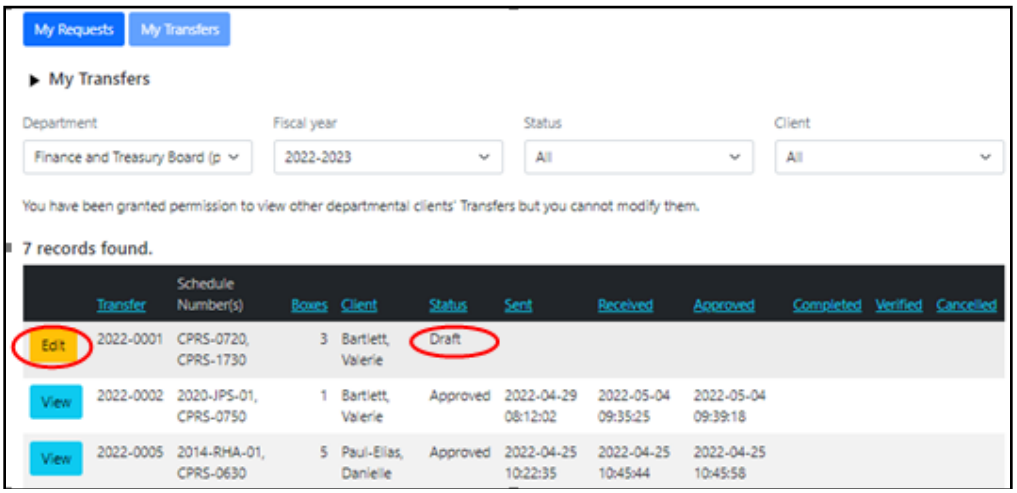


Figure 13 *Edit function on draft transfers*

8. Additional Assistance

Your departmental Records Manager is the primary contact for questions or concerns regarding records management. They are the records expert for departments and public bodies and can respond to questions about records series and retention schedules specific to your area.

For questions about records storage and retrieval, or records transfer to PANB, contact the Records Centre: records.centre@gnb.ca.

The PANB *Corporate Information Management Unit* provides advice and assistance to all government organizations in the management of their information resources. This includes providing practical tools and information for everyday use to help Records Managers/records custodians with their information management activities. Visit the ***Corporate Information Management Unit*** on the *Provincial Archives of New Brunswick* website https://archives.gnb.ca**.** There you will find forms, standards and directives, FAQ's, checklists, calculation tables, bulletins and fact sheets geared to assist you in practicing effective records and information management.