

## Submitting Record Series Requests in the Records Management System (RMS)

Link to Records Management System (RMS): <https://apps.nd.gov/itd/recmgmt/rm/user/login>

*Note:* Must be granted rights and have an active nd.gov account prior to use. If users don't have access, they can complete a [Record Series Description](#) (SFN 2042) and submit form to the agency/division Records Coordinator.

Submitting adds, changes or deletes with required fields left blank will result in an error (see last page). Field explanations and list of required fields have been identified for each request type.

### New Record Series Request

\*Action Type:

Add

Please fill out the required fields.

### Record Series Request - Add

- List of Fields (required fields are displayed with an asterisk):
  - \*Title
  - \*Department
  - \*Division
  - \*Record Series Description – describe records (*i.e. start with "this series includes"... list records (reports, minutes, correspondence, etc.)*) and purpose of the record series.
  - \*Confidential/Exempt, by law – list statute, law or federal requirement, and if exempt, list the portion that is covered by law
  - \*Essential – records needed during/following an emergency or disaster
  - \*Send Copies to the State Library – requirement outlined in NDCC 54-24-09 (*i.e. publications, brochures, etc.*)
  - Applicable State/Federal retention law, requirement, policy – if a law indicates how long to retain records, list here (*i.e. 5 years per CFR xx*).
  - \*Requester, Phone, Date
  - State Form Number (SFN) – list any forms (by State Form Number, SFN) associated with this records series.
    - Note: make sure and click "Click to Add SFN" to ensure SFN is included.
  - \*Medium (paper, electronic or other):
    - If paper, indicate size (legal, letter, other), and if other: specify size (3 x 5, 11 x 14, etc.)
    - If electronic, complete the following:
      - Storage Location (EDMS, external, local or network drive)
      - File Type (image/scanned, text, database, web page, etc)
      - File format (.pdf, .txt, .docx)
      - Is information backed up (Y/N), and if yes, how often (*i.e. Nightly*)
      - Is information purged (Y/N), and if yes, how? (Batch: automatically, or Manual: one-by-one)
  - \*Agency Recommended Retention Period – timeframe agency would like to retain in office for operational/business purposes, requests or other requirements)
  - Special Instructions/Notes – Additional details can be included, but not required.
    - For example, the first four digits for the RCN come from the ND State Subject Classification System: <https://www.nd.gov/itd/sites/itd/files/legacy/services/records/nd-subject-classification-system.pdf>.
- **Click "Submit" or "Finish Later"** (saves as a draft)

## Record Series Request - Change

Indicate the updates (*i.e. new title, description, etc.*) in specific fields and describe what the change is in the Special Instructions/Notes field (*i.e. change to title, description, retention, etc.*).

Complete all *required* fields

- Fields that have not been updated since deployment in 2016 will display as blank and need to be brought current. To verify prior to submitting a change request, it is recommended to find the record series details in [RMS](#) by selecting "Record Series" and performing a search.
- List of Fields (required fields are displayed with an asterisk – see "Add" for further description of fields and examples):
  - \*Record Control Number (RCN) (*read-only*)
  - \*Title
  - \*Department (*read-only*)
  - \*Division (*read-only*). Note: For division transfers, indicate new division in Special Instructions/Notes.
  - \*Record Series Description (provide new description of records included in this series (*i.e. This record series includes reports, completed forms, correspondence, etc.*) not request changes - those details go in Special Instructions at bottom)
  - \*Confidential/ Exempt – if yes, indicate statute, and if exempt, indicate portion of records exempt
  - \*Essential – records needed during/following an emergency or disaster
  - \*Send Copies to the State Library – requirement outlined in NDCC 54-24-09
  - Applicable State/Federal retention law, requirement, policy – if a law indicates how long to retain records, list here (*i.e. 5 years per CFR xx*).
  - \*Requester, Phone, Date
  - State Form Number (SFN) – list any forms (by State Form Number, SFN) associated with this records series.
    - Note: make sure and click "Click to Add SFN" to ensure SFN is included.
  - \*Medium (paper, electronic or other):
    - If paper, indicate size (legal, letter, other), and if other: specify size (3 x 5, 11 x 14, etc.)
    - If electronic, complete the following:
      - Storage Location (EDMS, external, local or network drive)
      - File Type (image/scanned, text, database, web page, etc)
      - File format (.pdf, .txt, .docx)
      - Is information backed up (Y/N), and if yes, how often (*i.e. Nightly*)
      - Is information purged (Y/N), and if yes, how? (Batch: automatically, or Manual: one-by-one)
  - \*Agency Recommended Retention Period – timeframe agency wants to retain for administrative/operational purposes
  - \*Special Instructions/Notes – Summarize the changes to the record series (*i.e. change title, description, retention period*)
- **Click "Submit" or "Finish Later"** (saves as a draft)

## Record Series Request – Delete

Record series are made inactive in RMS, not actually deleted. Once the request for a delete is complete, record series are still available by selecting "Include inactive records" as part of a Record Series search.

- Required fields (displayed with an asterisk):
  - \*Record Control Number (RCN) (*read-only*)
  - \*Title (*read-only*)
  - \*Department/Division (*read-only*)
  - \*Requester, Phone, Date Requested
  - \*Special Instructions/Notes – Indicate the reason for the delete
- **Click "Submit" or "Finish Later"** (saves as a draft)

All **required fields** are denoted with an asterisk (\*). If any fields are missed on Submit, they will display in red with a message to "fill out required fields":

Please fill out the required fields.

**NOTES:**

- 1. Fields will display in red:

\*Essential Record:  Yes  No

\*Send Copies to State Library:  Yes  No

Note: The fields above are the most common fields missed on changes (due to record series not updated since migrating to RMS in 2016).

- 2. If you do not complete fields under "Medium" section, you'll also get an error:

\***Medium**

Select media and associated fields.

Complete one or the other (Paper and/or Electronic) and sections below each area.

- 3. For Special Instructions, explain changes or reason for delete:

\*Special Instructions/Notes:

For changes: Explain updates (changing title, description, retention period)

For deletes: Explain reason (record series obsolete and all records disposed, or records now covered by RCN 123456 (Title))

Submit Finish Later