

Records Management System

Records Coordinator Training

August 2016



NORTH DAKOTA
INFORMATION
TECHNOLOGY
DEPARTMENT

Records Management System

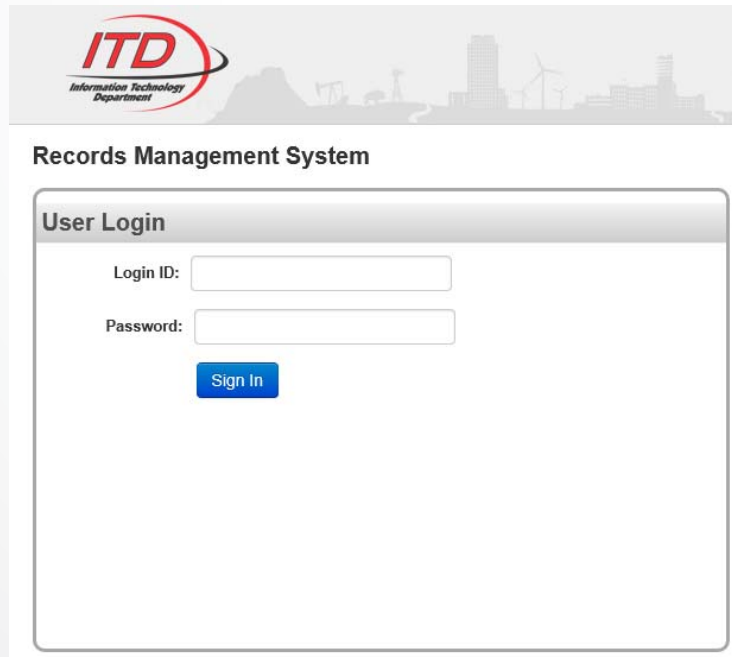
New Records Management System replaces:

- SFN 2042 Record Series Description
- SFN 2043 Records Retention Schedule Approval
- SFN 7694 Certification of Records Disposal
- Records Disposal Report
- Records Retention Schedule with Descriptions

Log In

<https://apps.nd.gov/itd/recmgmt/rm/user/login>

- Use NDGov account credentials



The screenshot shows the login interface for the ITD Records Management System. At the top left is the ITD logo (Information Technology Department) with a stylized red and white graphic. Below the logo is a grey banner with a silhouette of a city skyline. The main heading is "Records Management System". Below this is a "User Login" form box. Inside the form, there are two input fields: "Login ID:" and "Password:". Below the password field is a blue "Sign In" button.

Home Screen



Welcome RM User

Log Out

Working As: [Clear](#) [Change](#)

[Home](#) [Record Series](#) [State Forms](#) [Department](#) [Forms Inventory](#)

Record Series Requests

Nothing found to display.

[Record Series](#) [State Forms](#) [Forms Inventory](#)

Search Record Series

RCN:

Title:

Department:

Division:

Date Range: to

Media Type: Paper Electronic Other

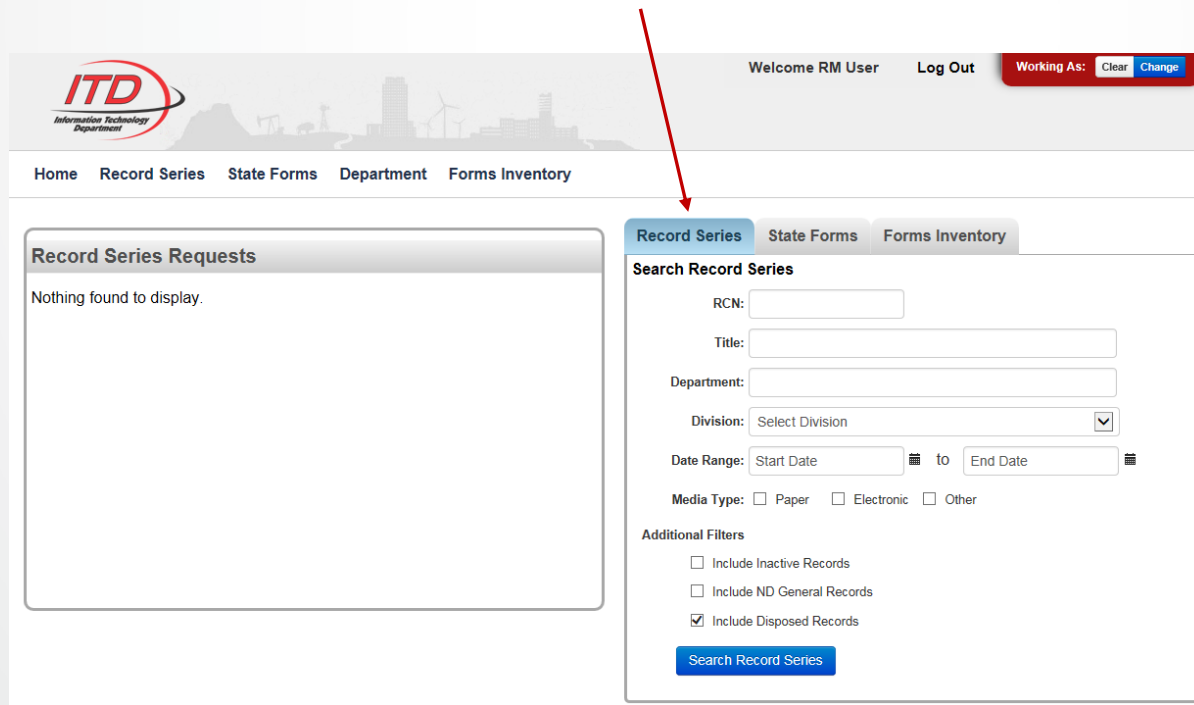
Additional Filters

- Include Inactive Records
- Include ND General Records
- Include Disposed Records

[Search Record Series](#)

View Record Series

Information on record series is available from two areas:



The screenshot shows the ITD (Information Technology Department) web interface. At the top left is the ITD logo. The top right shows user information: "Welcome RM User", "Log Out", and "Working As: Clear Change". Below this is a navigation menu with "Home", "Record Series", "State Forms", "Department", and "Forms Inventory". The main content area has three tabs: "Record Series", "State Forms", and "Forms Inventory". A red arrow points to the "Record Series" tab. Under the "Record Series" tab, there is a "Search Record Series" section with the following fields and options:

- RCN:
- Title:
- Department:
- Division:
- Date Range: to
- Media Type: Paper Electronic Other
- Additional Filters:
 - Include Inactive Records
 - Include ND General Records
 - Include Disposed Records
-

To the left of the search section is a "Record Series Requests" box containing the text "Nothing found to display."

Or the Record Series option at the top of the Home Screen

ITD
Information Technology
Department

Welcome RM User Log Out

Home **Record Series** State Forms Department Forms Inventory

Record Series

Search Record Series

RCN:

Title:

Department:

Division: Select Division

Date Range: Start Date to End Date

Media Type: Paper Electronic Other

Additional Filters: Include Inactive Records Include ND General Records Include Disposed Records

- Department field - either start typing the name or scroll through the drop-down list
- Narrow search results through options at the bottom:

Media Type: Paper Electronic Other

Additional Filters: Include Inactive Records Include ND General Records Include Disposed Records

- Record series are not deleted - Inactive can be included in the search results
- Include records from the ND General Records Retention Schedule
- Records that have been disposed as part of the annual records disposal process are included by default

View Record Series - Results

Record Series

Search Record Series

RCN:

Title:

Department: Information Technology Dept (1120)

Division: Records Management (004)

Date Range: Start Date to End Date

Media Type: Paper Electronic Other

Additional Filters: Include Inactive Records Include ND General Records Include Disposed Records

[Search Record Series](#)

Disposal Amounts

Paper:

Electronic:

[Export Table Data](#)

21 items found, displaying all items.

Control Number	Title	Department	Division	Active	Retention	Disposition	To Dispose
050102	AGENCY FEDERAL CORRESPONDENCE	Information Technology Dept	Records Management	Yes	1 year	Landfill/Delete backups	
140109	ASSOCIATIONS AND BOARDS	Information Technology Dept	Records Management	Yes	1 year	Landfill/Delete backups	
220309	ELECTRONIC RECORDS GROUP	Information Technology Dept	Records Management	Yes	UD - Updated/update	Landfill/Delete backups	

Ability to export data to Excel

- From the Record Series Details screen, a Record Series History is available on the right
- Clicking on the Prior 2015 Historic line displays the PDF of the Record Series Descriptions maintained prior to implementation

Home Record Series State Forms Agency

050102 - AGENCY FEDERAL CORRESPONDENCE

This series contains correspondence with federal agencies.

Information Technology Dept - Records Management (1120 - 004) Edit Record Series

Series Details

Status: Approved

General Record: No

Approval Date:

Confidential/Exempt By Law: No

Send to State Library:

Essential Record:

Original Record Series:

Explanation:

Estimated Volume:

Annual Accumulation:

Retention Period

Administrative Value:

Audit Value:

Legal Value: No

Historic Value: No

Total Retention: 1 years

Transfer to Microfilm: No

Inactive Storage: No

Record Series History

Current Record Series

Filter Dates

to

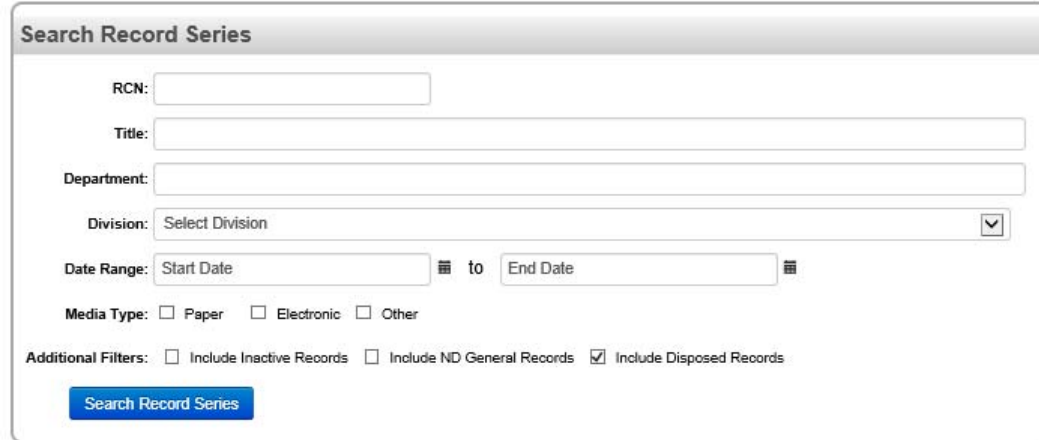
Change Date Range

Effective Date	Status
Prior 2015	Historic

Prev 1 2 3 4 Next

Retention Schedules on the Web

- Agency specific Records Retention Schedule with Descriptions are no longer available on ITD's website in the same view
- <https://www.nd.gov/itd/sites/itd/files/legacy/retention/retention.pdf> is now <https://apps.nd.gov/itd/recmgmt/rm/recSer/retention.pdf>
- Search screen available similar to RMS



The screenshot shows a web form titled "Search Record Series". It contains the following fields and options:

- RCN:
- Title:
- Department:
- Division: (dropdown menu)
- Date Range: to (date pickers)
- Media Type: Paper Electronic Other
- Additional Filters: Include Inactive Records Include ND General Records Include Disposed Records
- Search Record Series (button)

Work Management System

- Submit requests for work from ITD
 - <https://apps.nd.gov/itd/workorder/login.htm>
 - Opens to My Work Queue screen

North Dakota nd.gov Official Portal for North Dakota State Government

WMS WORK MANAGEMENT SYSTEM

[Main Menu](#) | [My Work Queue](#)

Work Queue: Becky L. Lingle

[WQ](#) | [WOGH](#) | [Process Req](#)

My Work Orders

Sort by clicking on column headers. Multiple clicking will sort alternately in ascending and descending order.

Div - Desc	Work Order - Desc	End User	Request Manager	Status	Need By Date	Action
35 - Records Management	151738 - Support for EDMS Projects		Becky L. Lingle	Open	12/31/2010	Serv Req Edit Close
35 - Records Management	166764 - Record Series SR		Becky L. Lingle	Open	12/30/2015	Serv Req Edit Close

My Work Orders - General Header

Sort by clicking on column headers. Multiple clicking will sort alternately in ascending and descending order.


Div - Desc	Work Order - Desc	End User	Request Manager	Status	Need By Date	Action
35 - Records Management	166849 - GH 2016 ITD - RM		Becky L. Lingle	Open	12/31/2016	Serv Req Edit Close

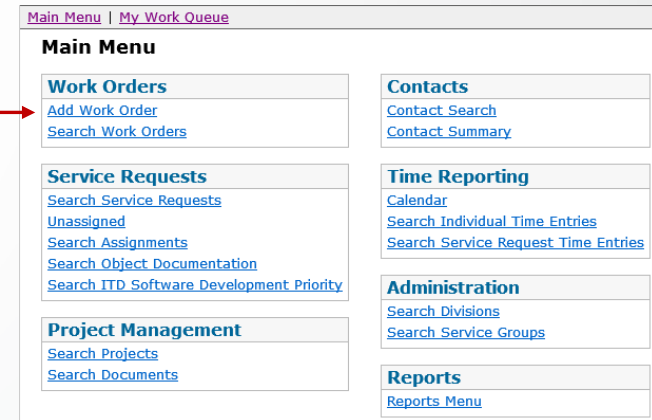
Process Service Requests

Sort by clicking on column headers. Multiple clicking will sort alternately in ascending and descending order.

Type	Dept	Div	Work Order No	Serv Req No - Desc	Priority	Status	Dev Status	Required Date	Est Comp Date	Action
Form Design	0540 - NDACo		166770	1306212 - Form Design SR		Assigned		07/24/2015	12/30/2017	
Form Design	3250 - DHS	10	166950	1307105 - SFN 1947 Changes		Assigned*		09/01/2016	10/03/2016	
Form Design	8011 - MV	10	166902	1306577 - Form Design SR		Assigned		03/22/2017	03/22/2017	
Form Number	8010 - DOT	30	166672	1305767 - Form Number SR - Del		Assigned		06/27/2016	09/02/2016	

Work Management System

- Involves two steps:
 - Work Order
 - Service Request
- Add Work Order under Main Menu 
- One Work Order can be set up for each year
 - Short Description: 20XX Records
 - Need By Date: 12/31/20XX
- Charge Code – check with your Accounting area



Main Menu | My Work Queue

Main Menu

- Work Orders**
 - [Add Work Order](#)
 - [Search Work Orders](#)
- Service Requests**
 - [Search Service Requests](#)
 - [Unassigned](#)
 - [Search Assignments](#)
 - [Search Object Documentation](#)
 - [Search ITD Software Development Priority](#)
- Project Management**
 - [Search Projects](#)
 - [Search Documents](#)

Contacts

- [Contact Search](#)
- [Contact Summary](#)

Time Reporting

- [Calendar](#)
- [Search Individual Time Entries](#)
- [Search Service Request Time Entries](#)

Administration

- [Search Divisions](#)
- [Search Service Groups](#)

Reports

- [Reports Menu](#)

Add Record Series

- Select appropriate Work Order
- Click Service Request button
- Click Add Service Request button
- Select Record Series under Records Management section
- Fill in information on Request Information screen
 - If submitting request for another employee, put their name under Alternate Name
 - Required Date is populated about 1 month out
 - Select Add under Action field
 - Change Short Description to specific request information
 - Click Continue

Add Record Series Screen

- Fill in the fields on the Record Series request
- Required Fields:
 - Division (3-digit number assigned by ITD)
 - Record Series Title
 - Description
 - Confidential/Exempt
 - Original Record Series
 - Essential Record
 - Send Copies to State Library
 - Media Type
 - Administrative Value
- Select Finish Later if you need to come back to the request
- Click Submit when all information entered
- Information Analyst reviews and exports the request to RMS

Record Series Additions

- Information Analyst will review and initiate routing through the Records Management Task Force
- State Auditor, Attorney General, and State Archivist review the request and add appropriate value
- Coordinator will receive email notification to approve
- Request will display in Record Series Request section of Home screen in RMS
- Once approved, the Information Analyst will finalize the update to the retention schedule

Update Record Series

- Requested through ITD's Work Management System (WMS)
<https://apps.nd.gov/itd/workorder/login.htm>
- Fill in the fields on the Record Series request
 - Division is a 3-digit number assigned by ITD
- Summarize change(s) in the Comments/Special Instructions field
- Click Submit
- Process will follow the same routing as additions
- Able to change a Record Control Number and Division rather than creating a Delete and Add

Delete Record Series

- Requested through ITD's Work Management System (WMS)
<https://apps.nd.gov/itd/workorder/login.htm>
- Fill in the fields on the Record Series request
 - Division is a 3-digit number assigned by ITD
- Describe reason for deleting the record series in the Comments/Special Instructions field
- Click Submit
- Information Analyst will review and initiate routing to Records Manager for approval
- Once approved, the record series is made inactive

Records Disposal

- Records coordinator will receive email when disposal process initiated
- Click Department from top menu
- List of divisions is displayed
- Select link under the Records Disposal column for the appropriate division

Department

Department	Division	Record Series	State Forms	Disposal	Disposal Month	Forms Inventory
Information Technology Dept (1120)		21	13		August	
Information Technology Dept (1120)	Records Management (004)	21	13	In-Process (0-90)	August	Incomplete

Report Records Disposal

- Select the appropriate record you want to certify as disposed
- 'Records Disposal' area will display at the bottom of the Record Series screen
- The year and method for disposal are listed under the 'Disposal Information' area.

Report Disposal

Paper: Minimum Entered is a quarter inch .25

Electronic:

[Report and Finalize Disposal - Go to Next](#) [Report Disposal - Go to Next](#)

Disposal Information

Disposal Date	Paper	Electronic	Disposed By	To Dispose	Method
Not Disposed Yet				2014	LANDFILL

- Enter the volume disposed for the record series for appropriate media
 - Can enter Paper and Electronic
- Click 'Report and Finalize Disposal - Go to Next' if you're done disposing of the record series for the year
- Click 'Report Disposal - Go to Next' if you plan to dispose of additional records in this series for the year
- Continue through records until all records disposals have been documented
- Records from the General Records Retention Schedule will be integrated with your department/division specific records

Records Disposal – Regions/Districts

District/Regional offices who all have to certify the same record series will record their disposal differently

- District/Regional coordinators will click 'Report Disposal – Go to Next'
- Overall coordinator will click 'Report and Finalize Disposal – Go to Next' when all district or regional offices have completed their disposal

Records Disposal - State Archives

- No longer have the Certification of Record Disposal to send with records transferred to the State Archives
- Still need to contact the State Archives to transfer records with Historical value



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<https://www.nd.gov/itd/onlineincident/createincident.aspx>

THANK YOU

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