

Removing a Folder from an Offsite Box

NOTES: A file/folder that was previously sent to offsite storage may need to be removed and brought back onsite if it is re-activated. This is considered a permanent removal from offsite storage.

These instructions are **NOT** to be used if you are only retrieving a file to use and then return to offsite storage.

To Remove a folder:

1. Locate the folder you want to remove permanently from offsite storage. Make sure that you have **Owner** showing in your **View Pane**, Right-click on the **Owner** and select **Copy** or **CTRL+C** to copy the Owner location.
2. You can tell that the folder is in an offsite accession by looking at the home location which shows the accession and box and (In a container (folder box)). Or in the **List Pane** under the **Container(Folder/Box)** column.

Record Number: ARCS-01385-20/1516922A
 Title (Free Text Part): Tripper, Jack
 Owner: CITZ CIRMO Government Records Service
 Home: 991234-0001 (In container (folder/box))
 Assignee: In container (folder/box) '991234-0001 (At home: CITZ CIRMO Government Records Service)' since April 6, 2022 at 8:48 AM
 Access Control: View Document: People in (CITZ CIRMO Government Records Service or File Creator CITZ CIRMO Government Records Service ()); View Metadata: People in (CITZ CIRMO Government Records Service or File Creator CITZ CIRMO Government Records Service or Update Document: People in (CITZ CIRMO Government Records Service or File Creator CITZ CIRMO Government Records Service or Update Record Metadata: People in (CITZ CIRMO Government Records Service or File Creator CITZ CIRMO Government Records Service or Modify Record Access: People in (File Creator CITZ CIRMO Government Records Service or Administrator Group Info Solutions & Destroy Record: People in (CITZ CIRMO Government Records Service or File Creator CITZ CIRMO Government Records Service or Contribute Contents: People in (CITZ CIRMO Government Records Service or File Creator CITZ CIRMO Government Records Service or
 Title: 100001 - EMPLOYEE SUPERVISION AND DEVELOPMENT - Branch employee files - Tripper, Jack
 Audit Events: Click to display
 Date Registered: April 6, 2022 at 8:49 AM
 Latest Part: ARCS-01385-20/1516922A
 Is in one or more holds: X No

3. Now select the folder you want to remove, right click, select **Locations** then **Container (Folder/Box)**

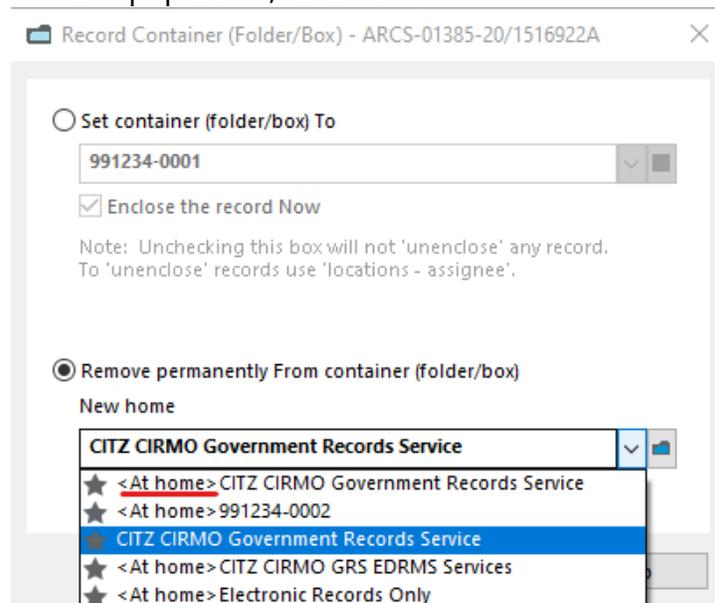
Records - containerEx:991234-0001 - 4 Records

Record Type	Record Number	Title (Free Text Part)	Container (Folder/Box)
CITZ CIRMO GOVERNMENT RECORD	20/1517022A	Anagonye, Chidi	991234-0001
CITZ CIRMO GOVERNMENT RECORD	20/1516322A	Stark, Arya	991234-0001
CITZ CIRMO GOVERNMENT RECORD	20/1516922A	Tripper, Jack	991234-0001
CITZ CIRMO GOVERNMENT RECORD	20/1516222A	White, Walter	991234-0001

Context menu options: Tag All (Ctrl+A), Untag all (Ctrl+U), Invert all tags, Copy (Ctrl+C), New, Search, Navigation, Details, Security and Audit, Locations (Container (Folder/Box)).

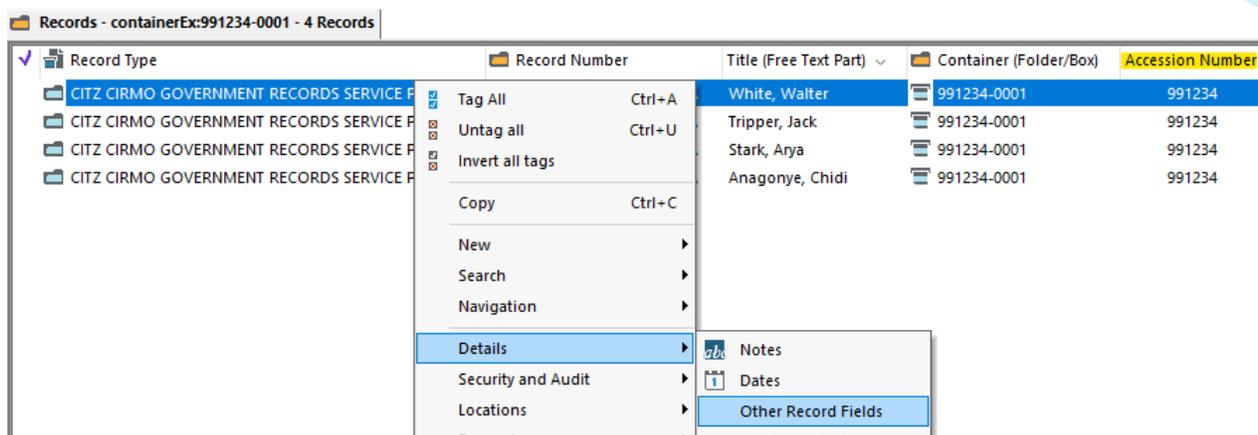
EDRMS CONTENT MANAGER TIP 011

4. Select **Remove permanently from container (folder/box)**. Add the name of the **Owner** of the folder in by pasting the owner location you copied earlier, right click **Paste** OR **CTRL+V**. Once populated, click **OK**.



Note: you can also use the drop down to select a previously used location but make sure that it does not have **<at home>** in the front as it cannot be used as a location name.

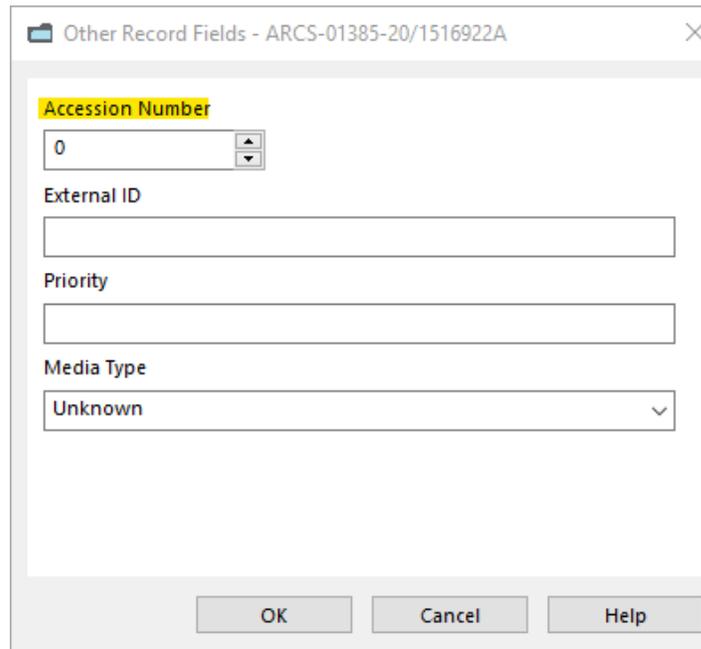
5. Next remove the **Accession number** as this column is populated with the accession number during the off-siting process and needs to be removed. To do this, right-click on the folder and select **Details** then **Other Record Fields**.



SKIP to step 7 if the accession number column is already blank.

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- Under the **Accession number** box delete the number completely or put a zero then click **OK**.



Other Record Fields - ARCS-01385-20/1516922A

Accession Number

0

External ID

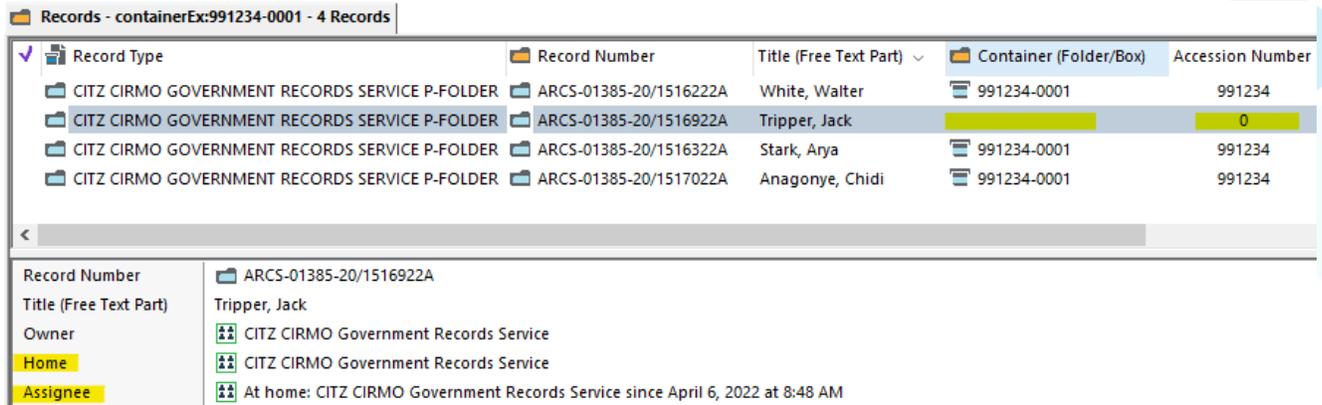
Priority

Media Type

Unknown

OK Cancel Help

- The folder has now been removed from the box/container. You can tell because the **Home** and **Assignee** locations will now show the Owner location and if you look at the **Container (Folder/box)** column it will be blank.



Record Type	Record Number	Title (Free Text Part)	Container (Folder/Box)	Accession Number
CITZ CIRMO GOVERNMENT RECORDS SERVICE P-FOLDER	ARCS-01385-20/1516222A	White, Walter	991234-0001	991234
CITZ CIRMO GOVERNMENT RECORDS SERVICE P-FOLDER	ARCS-01385-20/1516922A	Tripper, Jack		0
CITZ CIRMO GOVERNMENT RECORDS SERVICE P-FOLDER	ARCS-01385-20/1516322A	Stark, Arya	991234-0001	991234
CITZ CIRMO GOVERNMENT RECORDS SERVICE P-FOLDER	ARCS-01385-20/1517022A	Anagonye, Chidi	991234-0001	991234

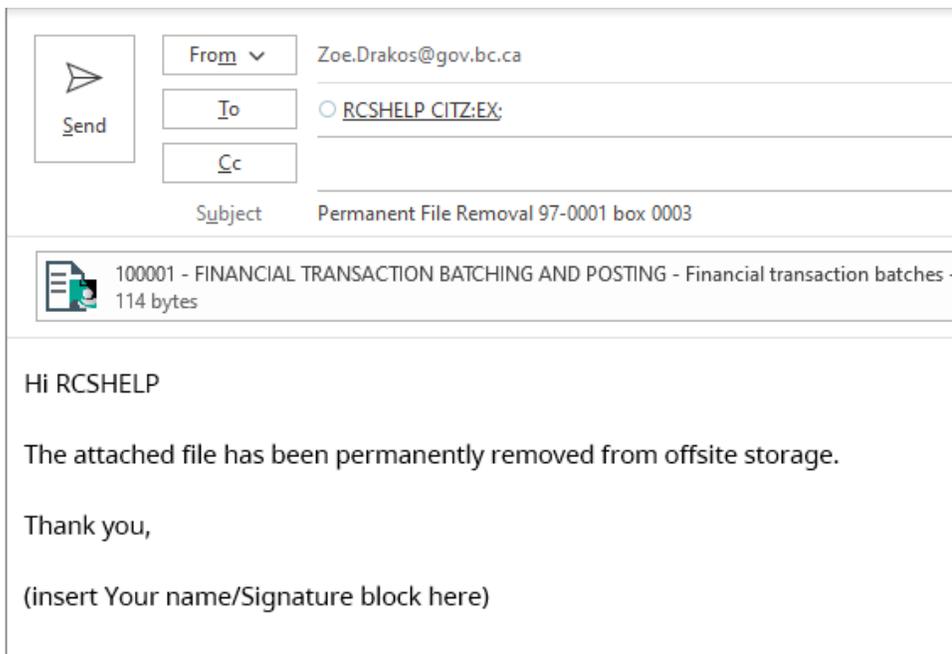
Record Number	ARCS-01385-20/1516922A
Title (Free Text Part)	Tripper, Jack
Owner	CITZ CIRMO Government Records Service
Home	CITZ CIRMO Government Records Service
Assignee	At home: CITZ CIRMO Government Records Service since April 6, 2022 at 8:48 AM

Click **F5** to refresh the screen and the folder is no longer showing in the box.

EDRMS CONTENT MANAGER TIP 011

- Next, email RCSHELP@gov.bc.ca, advising that you have permanently removed a folder from an off-site accession storage container. Include a reference to the folder, the Accession number and box the folder was removed from in the email.

Sample Email:



The screenshot shows an email composition interface. On the left is a 'Send' button with a paper plane icon. The 'From' field contains 'Zoe.Drakos@gov.bc.ca'. The 'To' field contains 'RCSHELP CITZ:EX:'. The 'Cc' field is empty. The 'Subject' field contains 'Permanent File Removal 97-0001 box 0003'. Below the subject field, an attachment is listed: a document icon followed by the text '100001 - FINANCIAL TRANSACTION BATCHING AND POSTING - Financial transaction batches - 114 bytes'. The body of the email contains the following text:

Hi RCSHELP

The attached file has been permanently removed from offsite storage.

Thank you,

(insert Your name/Signature block here)

- Make sure to **remove all identifying labels** (storage facility barcodes or government accession box number labels) from the file immediately. This can be done by physically removing the labels or by using a black felt marker to black-out all off-site storage facility information. Ensure there are no visible references to the accession or storage facility information.
- The folder may need to be reactivated in EDRMS now that it has been removed from the off-site accession storage container. Email EDRMS.Help@gov.bc.ca with a reference to the folder asking that the closed date be removed as the folder has been reactivated. We will then remove the closed date and set the disposition of the folder to Active.
- Finally, file the email(s) into your ARCS-00432-20 – Accession case file folder.