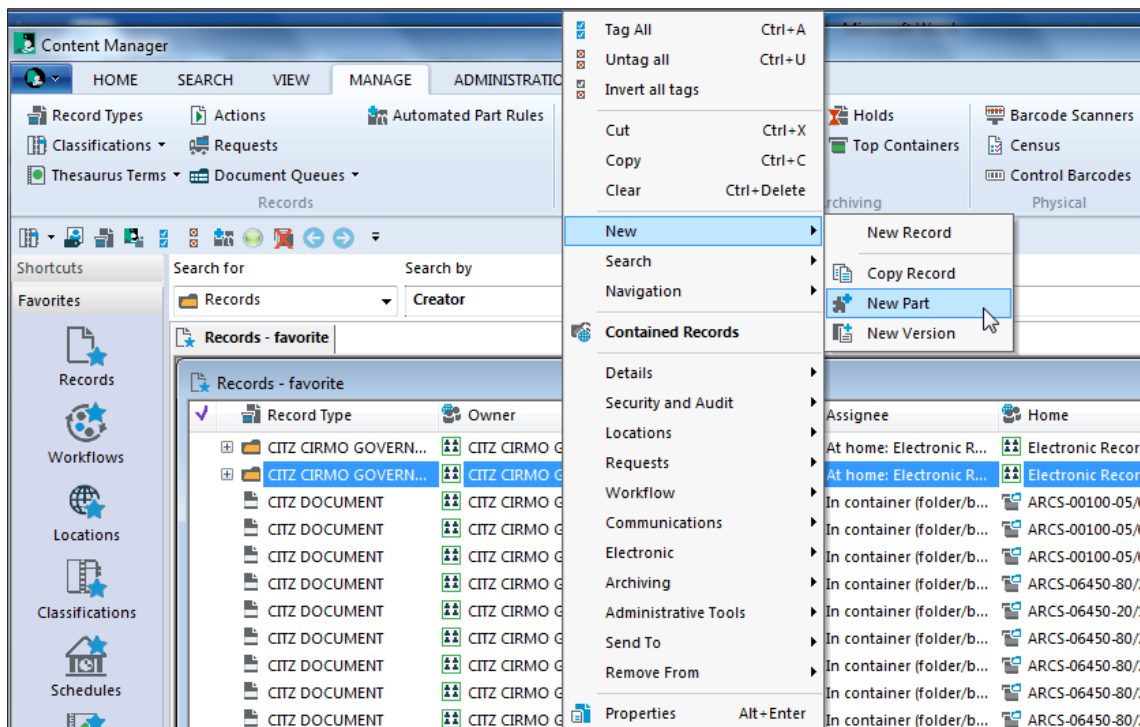


Creating a New Record Part for Physical Folders

NOTE: When a physical folder (P-Folder) becomes too full it is necessary to create a new part to keep using it. The original record number is applied to the new part, and a relationship is established that automatically links the parts together. You can create multiple parts for one record. Parts are indicated by a tilde ~01, ~02 etc at the end of the record number.

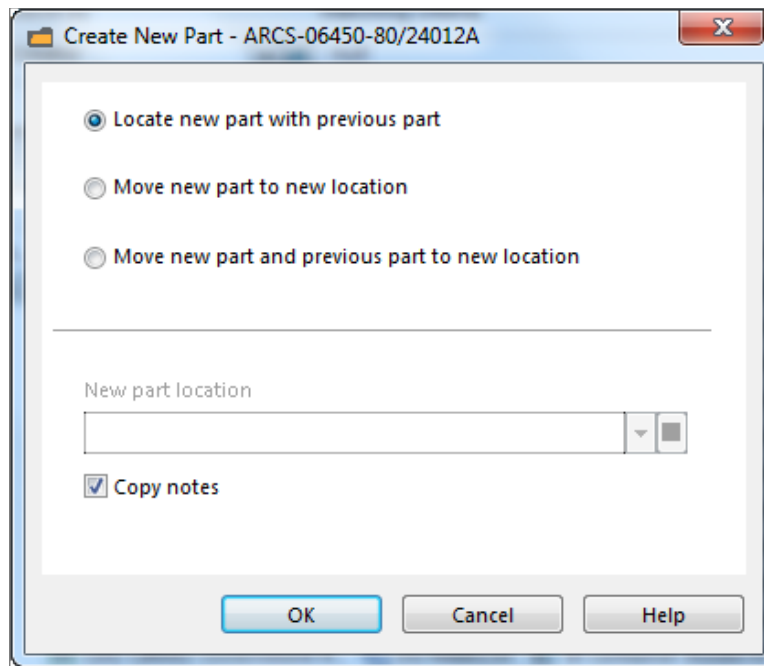
To create a new part for a record (only P-Folders):

1. Locate the folder for which you want to make a new part.
2. Ensure that the folder is not closed. If there is a closed date, email EDRMS.help@gov.bc.ca and request the closed date be removed before proceeding.
3. Right click on the file, select **New** and then **New Part**.



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4. The **Create New Part** popup is displayed:



5. **Select Locate new part with previous part** - this puts the new part in the same location as the previous part.
6. **Copy notes:** check this box if you want to copy the notes from the original record/part to the new part.
7. Click **OK**.

EDRMS Content Manager will automatically close the previous part by adding a **Date Closed**.

To view all parts of a record:

1. Right click on the record with parts
2. Under **Navigation** then select **All Parts**.

Note: The closed and opened date for parts are in real time.

Changes can only be made to the **Date Created(opened)** of the first part, and the **Date Closed** of the last part. The dates that are in between do not affect disposition of the file and only indicate when a new one is made. The closed date on the last part and the SO dates, if applicable (SO dates should all be the same as the SO date entered on the final part) are what triggers the disposition on the records.

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If other dates need to be recorded:

1. Right click on the record
2. Select **Details**
3. Then **Additional Fields**
4. Double click on the Content Start & Content End Dates.
5. Input the dates needed.

Additional Field	Value
Content End Date	
Content Start Date	
Contract	
Destruction Number	
Hardcopy Media Type	PAPER - FILE FOLDER
Information Security Label	
Label Printed?	No
Linked (E and P folders?)	No
Prior Legal Custodian (GRS USE ONLY)	
Prior Record Type (GRS USE ONLY)	
Project	
Provenance	
Record Conversion No.	0
Retrieval Code	
SO Date	2005-12-31

Moving P-Folder parts into a Container (Folder/Box):

If you are adding P-Folders with parts into a box for offsiteing or destruction, you are only able to add the **last part** of the file into the box. To move the earlier parts, please email EDRMS.help@gov.bc.ca to request they also be added to the box as all parts should be dispositioned together.

If you require assistance with managing parts, disposition processes and your records, please contact your records team at GRS@gov.bc.ca