



HP TRIM Offsite Transfer – P-folders Procedures

HP TRIM version 7.2.1

Government Records Service
October 2015



REVISION HISTORY

DATE	VERSION	CHANGES	AUTHOR
2009-03-02	1.0		CRMB
2009-03-31	1.1	MINOR REVISIONS BASED ON FEEDBACK FROM USERS. SEE 4.5 GOV BOX CONTENTS FILE LIST AND 5.6 GOV DESTRUCTION LIST	CRMB
2009-09-	1.2	MINOR REVISIONS. SEE 4.7 AND 5.6	RMO
2010-02-08	1.3	UPDATES OF SCREENSHOTS AND FORMATTING; MINOR WORDING CHANGES	IAO
2010-08-25	2.0	COMPLETE UPDATE FOR TRIM 6.5.2	IAO
2012-12-04	3.0	COMPLETE UPDATE FOR TRIM 7.2.1	IAO
2013-01-28	3.1	REVIEW BY EDRMS BUSINESS SERVICES MANAGER	GRS
2013-02-01 TO 2013-08-01	3.2	INCORPORATE COMMENTS FROM GRS REVIEW TEAM – SPLIT INTO TWO SEPARATE PROCEDURES FOLDER MAINTENANCE AND DISPOSITION.	GRS
2013-08-06 TO 2013-09-13	3.3	INCORPORATE TRAINING TEAM SUGGESTIONS	GRS
2013-12-17	3.4	INCORPORATE EDRMS LEADS SUGGESTIONS AND SECOND ROUND OF TRAINING TEAM SUGGESTIONS	GRS
2014-01-10	3.5	INCORPORATE SUGGESTIONS FROM TRIM POWER USERS	GRS
2014-10-28	3.6	SPLIT OFFSITE TRANSFER FROM ONSITE DISPOSITION, TEST NEW REPORTS AND SEARCHES, REORGANIZE AND SIMPLIFY	GRS
2015-07-01	3.7	CORRECT ERRORS NOTED POST-PUBLICATION	GRS
2015-09-28	4	VARIOUS CORRECTIONS/UPDATE INFORMATION ON PARTS	GRS
2015-10-26	5	ADDITIONAL CLARIFICATION IN APPENDIX ON PARTS AND SO DATES	GRS

QUICK CHECKLIST: OFFSITE TRANSFER FOR P-FOLDERS

- ✓ **Get accession number from GRS**
 - Online ARS653 form and submit to GRS
- ✓ **Create TRIM user labels**
- ✓ **Search for p-folders eligible for transfer**
 - Search tab – specify your branch
 - Filter tab – semi-active
 - Record Types tab - restrict search to p-folders
 - Filter tab - search “within another Saved Search” for appropriate FD type
- ✓ **Set up columns in list pane and sort search results**
 - Record number = ascending
 - Date due for... = descending
- ✓ **Send p-folders to user label**
- ✓ **Run GOV BOXING ELIGIBILITY REPORT**
 - Print report for each user label
- ✓ **Use report to pull files from shelves and put them in boxes**
- ✓ **Add accession number to TRIM p-folders**
- ✓ **Create “TRIM off-site transfer boxes”**
 - Create additional boxes
- ✓ **Enclose “TRIM p-folders” in “TRIM offsite transfer boxes”**
 - Refer to GOV BOXING ELIGIBILITY REPORT
 - TRIM box data reflects physical boxes
- ✓ **Close TRIM offsite transfer boxes**
 - Prevents further changes
- ✓ **Run GOV ACCESSION LIST report**
 - Paper copy in box
 - Pdf to GRS
 - Copy in accession file ARCS-432-20 (pdf if you use e-folders, paper if you use p-folders)
- ✓ **Create a TRIM reference for Offsite Transfer Boxes**
- ✓ **Submit application package to GRS electronically**
 - TRIM reference for offsite transfer boxes
 - PDF of GOV ACCESSION LIST report
 - Completed online ARS617 form

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1. OVERVIEW: TRANSFER P-FOLDERS OFFSITE

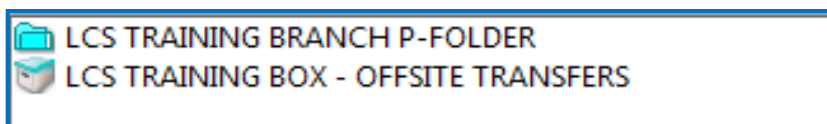
This procedure covers transferring semi-active TRIM p-folders to offsite storage. It reflects GRS recommended best practice.

Prerequisites: you are a TRIM Information Worker with experience creating and managing TRIM folders. You understand ARCS/ORCS classifications and retention schedules. You have attended TRIM folder management and disposition training.

1.1 This procedure covers

- Semi-active TRIM p-folders eligible for transfer to GRS-managed offsite records storage facilities

NOTE: TRIM p-folders are displayed as blue folder icons; TRIM boxes as box icons with blue lids. They **represent** physical folders and boxes.



- See Appendix if you are transferring linked e- and p-folders

1.2 Not covered

- TRIM e-folders, unless they are linked to a p-folder
- TRIM p-folders eligible for immediate destruction


2. GET ACCESSION NUMBER FROM GRS

2.1 Online form ARS 653:

http://www.gov.bc.ca/citz/iao/records_mgmt/rcs/ars653.pdf

2.2 Select service requested:

- Transfer records to offsite storage (request Accession and Application Numbers) OR
- Transfer records to offsite storage using Ongoing Accession Number (OAN)



RECORDS OFF-SITE TRANSFER / DESTRUCTION REQUEST

This is an electronic form, do not print. Fill in the required sections and press submit. If you are not sure on how to complete this form, please select the appropriate Help ? buttons that provide instruction. For a general overview of this process and related contact information please click here: [Overview](#)

To Request the Following Services:

**Select the type of service you are requesting by marking the checkbox*

☐ Transfer records to offsite storage (requesting Accession and Application Numbers)
 ☐ Transfer records to offsite storage using Ongoing Accession Number (OAN) ?
 ☐ Application for Destruction of Records (requesting a Record Destruction Authorization (RDA) Number)

Records Schedule ?

- Submit e-form
- GRS will provide accession number and instructions. If you are transferring under an OAN, you also receive an application number

3. CREATE TRIM USER LABELS

TRIM user labels are a useful way to keep a list of folders organized while working through the folder boxing process.

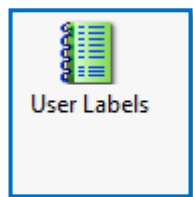
NOTE: the name is misleading. They are not printed labels. They act as work trays that allow you to search and sort a group of folders **once** and then retrieve as needed.

NOTE: you can only see user labels **you** create. Other Information Workers must create their own user labels if working on the same transfer. The same folders can be linked to different Information Workers' user labels.

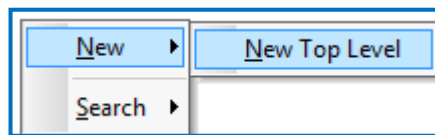
Create your user labels before starting your p-folder searches.

3.1 Create a new user label:

- **Shortcuts | Trays**
- Click on **User Labels** icon

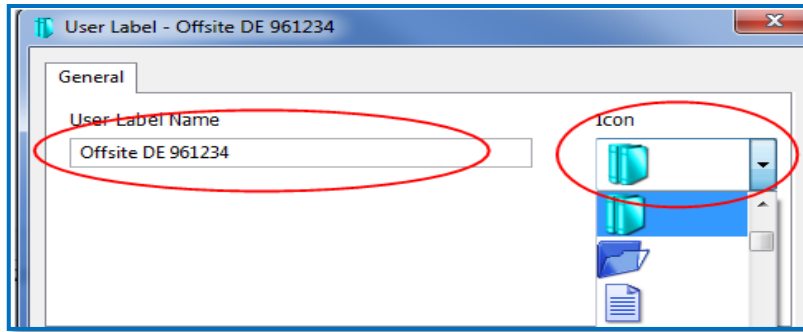


- **Right click** anywhere in the list pane
- **New | New Top Level**



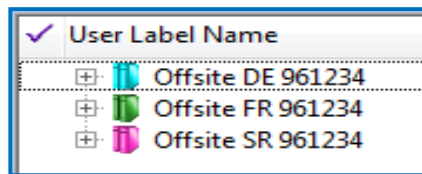
New User Label dialogue window appears

- Enter this information in **User Label Name** field:
 - Offsite
 - Final disposition type of p-folders (DE, SR **or** FR)
 - Accession number (6 digits, no space)
- Add an **icon** (optional)
- **OK**



3.2 Repeat to create more user labels

If you are transferring p-folders with different final disposition types, then create a user label for each FD type.



4. SEARCH FOR ELIGIBLE P-FOLDERS

Search for p-folders eligible for off-site transfer. If the accession will include p-folders with different final dispositions run a separate search for each final disposition type.

NOTE: sort and send p-folders to user label **before** running next search.

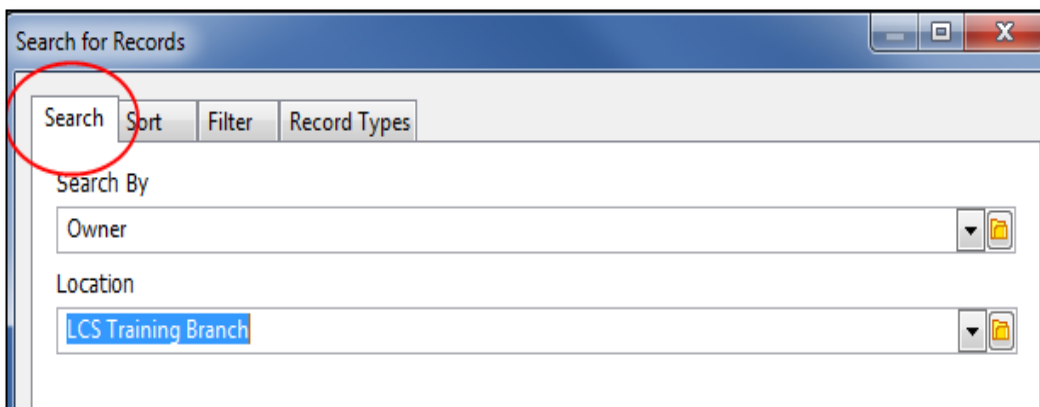
4.1 Search | Find Records (Ctrl F) opens the **Search for Records** window

4.2 Search tab:

- **Search by** = Owner | **Location** = TRIM owner name

NOTE: narrow search further if desired. See Appendix for suggestions.

NOTE: TRIM owner name is usually your branch. For exceptions see Appendix.



4.3 Filter tab:

- Uncheck all disposition checkboxes except **Semi-Active**
- In **Within another Saved Search** pick the appropriate saved search
 - Offsite DE approved
 - Offsite FR approved
 - Offsite SR approved
 - Offsite DE draft
 - Offsite FR draft
 - Offsite SR draft

Search for Records

Search Sort **Filter** Record Types

Disposition

☐ Active ☒ **Semi-Active** ☐ Archived (FR)

☐ Inactive ☐ Archived (SR) ☐ Destroyed

Record Class

☒ Vital ☒ Workgroup ☒ Reference

☒ Corporate ☒ Personal ☒ Temporary

Finalised Filters

☒ Unfinalised ☒ Finalised

Date Registered Filter

Records with Date Registered Within Days

File Types

Within another Saved Search

Offsite DE approved

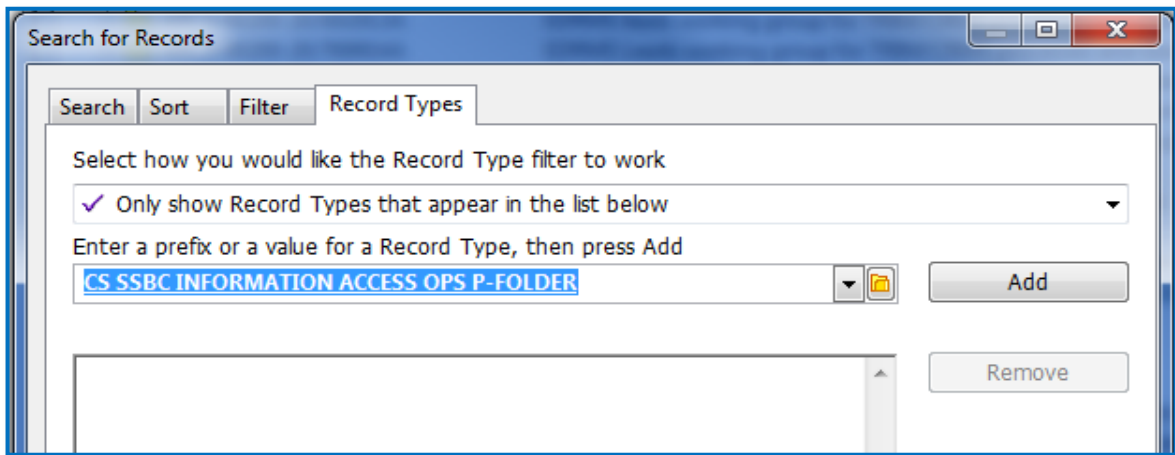
☐ Save as Default Filters

OK Cancel Open Help

4.4 Record Types tab:

- For **Select how you would like the Record Type filter to work**, select **Only show Record Types that appear in the list below** from drop down menu
- For **Enter a prefix of a value for a Record Type**, then press **Add**, enter the appropriate p-folder record type | **Add**
- **OK** to run search

NOTE: see Appendix if your ministry's folder record types are set at Division level rather than Branch level.



5. SORT SEARCH RESULTS

Run a search then set up tabs and sort it before running the next search.

5.1 Organize search results by setting up these columns:

- Record Number
- Date Due for Archive (FR) *if you have FD=FR p-folders*
- Date Due for Archive (SR) *if you have FD=SR p-folders*
- Date Due for Destruction *if you have FD=DE p-folders*
- Home

Record Number	Date Due for Archive (FR)	Date Due for Archive (SR)	Date Due for Destruction	Home
ARCS-01240-20/1197814A			2021-03-31	LCS Training Branch
ARCS-00925-20/1147214A			2020-03-31	LCS Training Branch

▲ Sort ascending ▼ Sort descending ▼ Sort descending ▼ Sort descending

5.2 Sort search results

Sort the columns as indicated above.

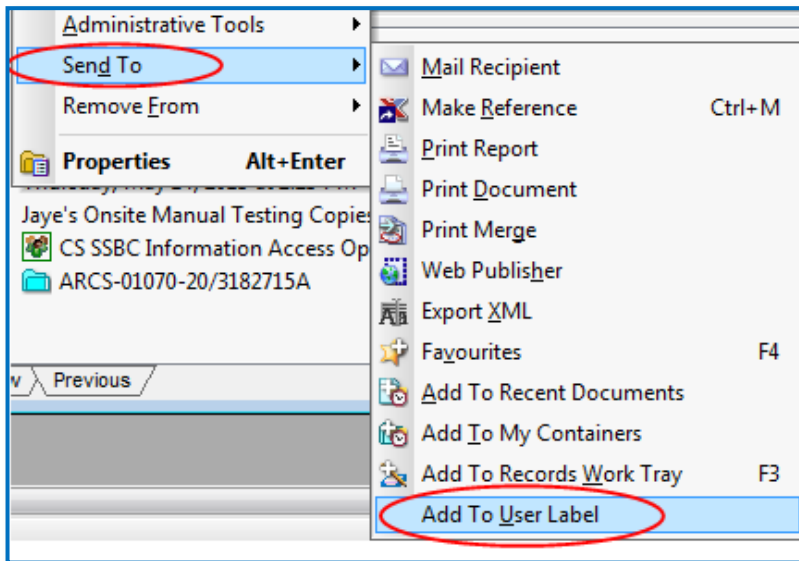
- **Record Number column** = sort in ascending order (▲)
- **Date Due for FR, SR, or Destruction** = sort in descending order (▼)

NOTE: run a separate search for each final disposition type, sort it under the appropriate column and move p-folders to appropriate user label before starting your next search.

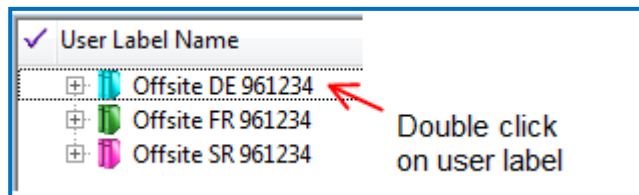
6. SEND P-FOLDERS TO USER LABEL

6.1 Send sorted p-folders to correct user label

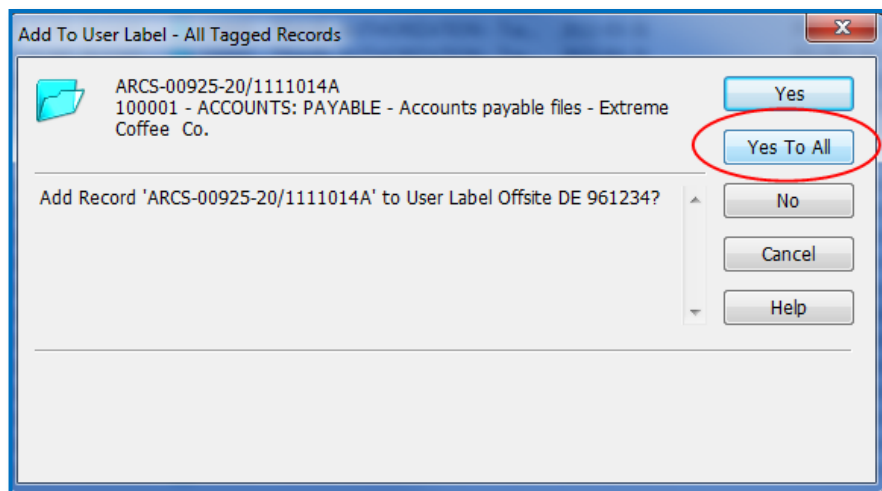
- Tag all | Send to | Add To User Label



- Double click on user label



- Yes to All
- You have added the p-folders to the user label
- Repeat as needed until all p-folders are in appropriate user labels



6.2 Retrieve user label and display p-folders

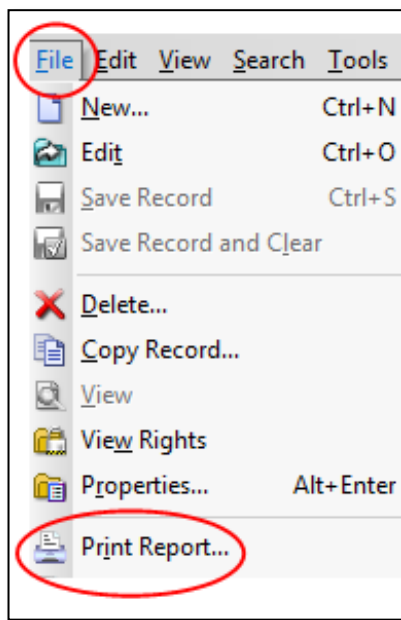
To call up user label(s) after you created them

- **Shortcuts | Trays | User Labels**
- **Right click** in list pane | **Show Records**

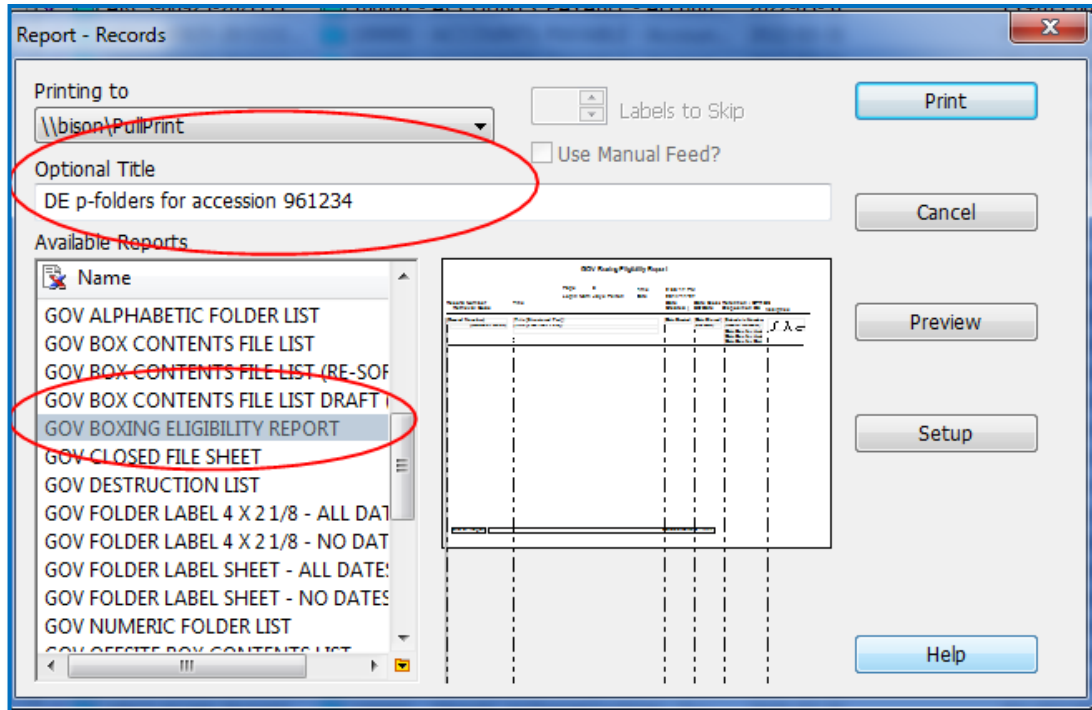
7. PRINT GOV BOXING ELIGIBILITY REPORT

Print a separate report for each user label

- Find user label and display p-folders (**see 6.3**)
- **Tag All**
- **File | Print Report**



- Select **GOV BOXING ELIGIBILITY REPORT**
- After selecting report, add an **Optional Title** if desired
- **P**rint report to paper format (to carry with you while pulling p-folders from shelves)
- Repeat for each report you print



8. PULL FOLDERS FROM SHELVES AND PUT THEM IN BOXES

How to use the GOV BOXING ELIGIBILITY REPORT

- Refer to hardcopy report while pulling physical folders from shelves and placing them in offsite transfer boxes
- Annotate report with offsite transfer box number that each folder is put into. Don't mix p-folders with different FD types in the same box
- Note missing folders
- Put the physical folders into physical boxes **before** creating TRIM "boxes" to make it easier to match TRIM data to actual physical location of folders

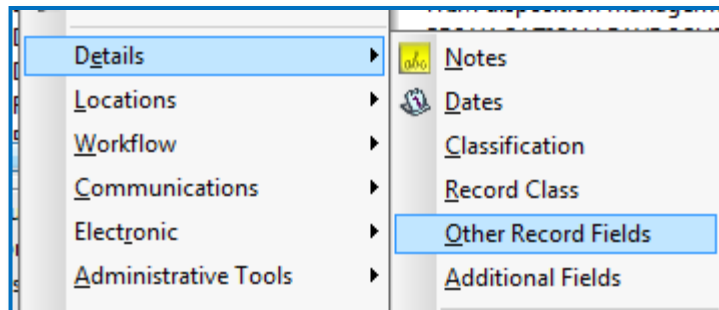
NOTE: Remove missing p-folders from user labels before you create TRIM boxes. See Appendix for instructions on updating TRIM for missing p-folders.

NOTE: See appendix for information on managing folder "parts".

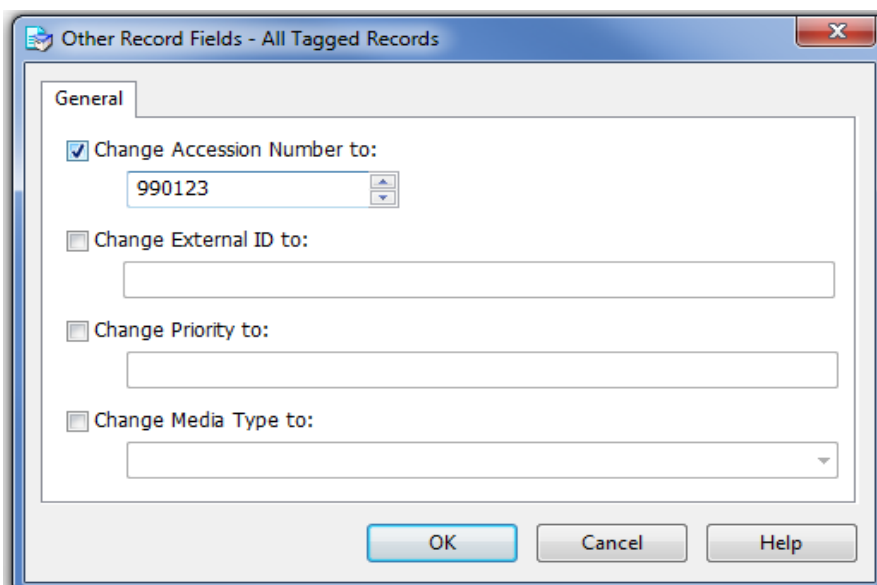
9. ADD ACCESSION NUMBER TO P-FOLDERS

Adding accession number to p-folder metadata allows TRIM users to search for specific p-folders within an accession.

- Open user label | **Show Records** | **Tag All**
- **Right-click** anywhere in the list pane
- **Details** | **Other Record Fields**



- **Other Record Fields** window appears
- Select the **Change Accession Number to** checkbox
- Enter accession number in the field | **OK**



- **Yes To All**
- Add "**Accession Number**" column to list pane to verify the accession number has been added

Record Number	Title (Free Text Part)	Accession Number
ARCS-00925-20/89706A	London Drugs (LDRU)	990123
ARCS-00925-20/89106A	Island Blue Print (IBLU)	990123
ARCS-00925-20/89506A	Miscellaneous	990123
ARCS-00925-20/160308A	Canon Canada Inc.	990123
ARCS-00925-20/160108A	Athlone Travel Ltd.	990123
ARCS-00925-20/011397A	QUICKSCRIBE SERVICES	990123
ARCS-00925-20/010593A	QUICKSCRIBE SERVICES LTD. - 93-94 FILEB...	990123

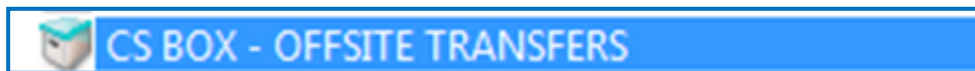
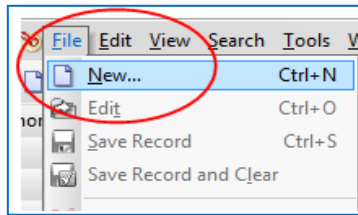
10. CREATE TRIM OFFSITE TRANSFER BOXES

Each ministry has an offsite transfer box **record type**. This is the record type you will use when you create new TRIM boxes.

10.1 Create new TRIM offsite transfer box

NOTE: always create a **new** box for a new accession. Do not copy a previously created box because doing so creates inaccurate box data.

- **File | New**
- Select **BOX – OFFSITE TRANSFERS | OK**



10.2 New Record window appears

Enter the following box data in **General** tab:

- **Title (Free Text Part)** = branch or program name
NOTE: do not identify the contents of the box. This is an information security standard, as all TRIM users in your ministry can read any ministry box title.
- **Accession Number** = 6 digit number (no spaces or dashes)
- **Consignment (Application)** = leave blank unless you are transferring under an OAN. If so, add application number received from GRS
- **Owner** = enter correct Owner name (may be different than your branch name, double check configuration standards in your ministry)
- **Home** = current location of the box. GRS will update this field with offsite facility name when they confirm receipt of box
- **Assignee** = defaults to Home (some exceptions, see Appendix)
- **Disposition** = change to **Semi-Active**
- **OK**

New Record CS BOX - OFFSITE TRANSFERS

General | Display and/or Modify Notes

Title (Free Text Part) Branch or program name

Accession Number 990123

Consignment (Application)

Owner CS IAO Government Records Service (GRS)

Home CS IAO Government Records Service (GRS)

Assignee <At Home>CS IAO Government Records Servi

Disposition **Semi-Active**

OK Cancel Help

10.3 Enter Formatted Number window appears

- Enter **6-digit accession number | dash | 4-digit box number**
- First box number is = **0001** except OANs

NOTE: TRIM autofill may try to enter previous accession number into the field. Ensure you enter correct accession number.

- **OK** | new box icon will appear

Enter Formatted Number

nnnnnn - nnnn

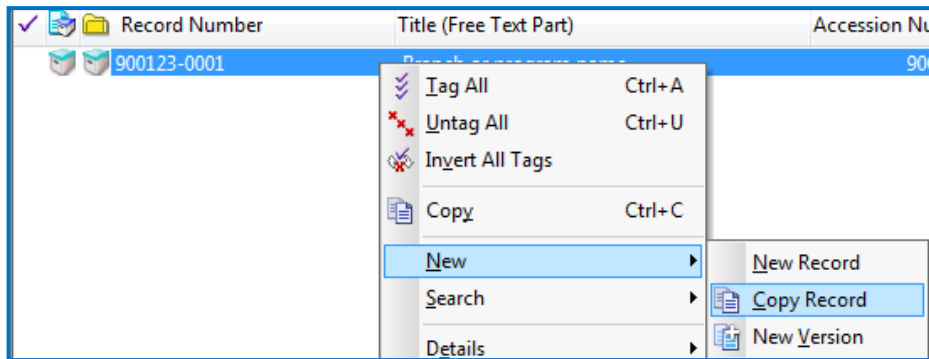
990123 - 0001

OK Cancel Help

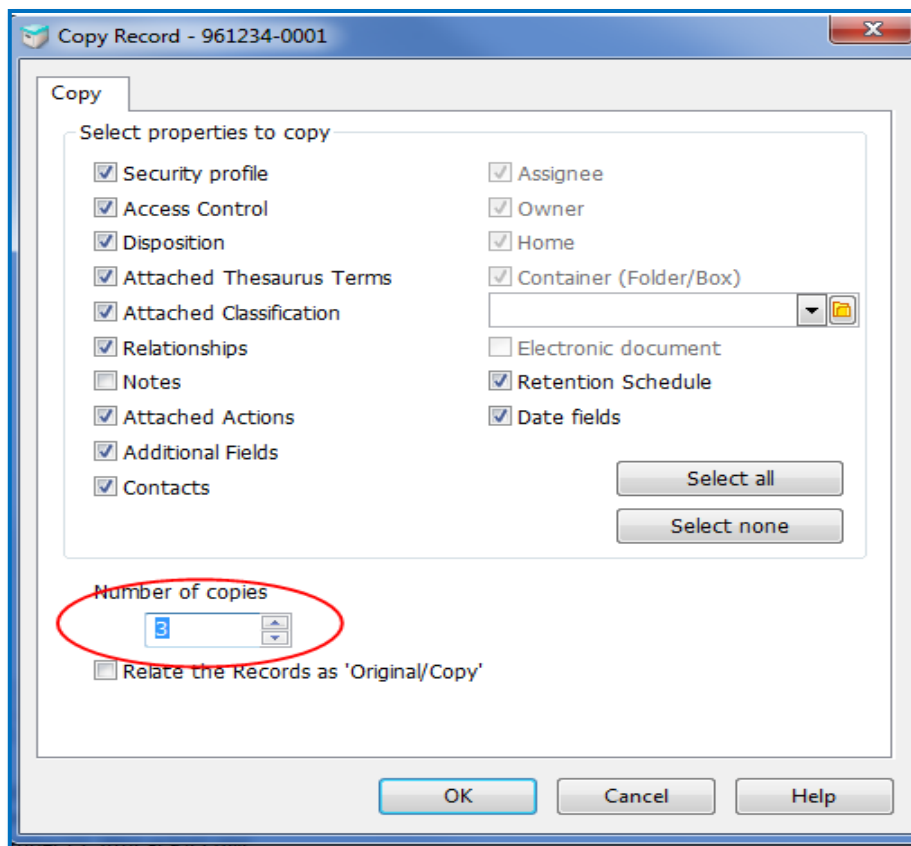
Record Number	Title (Free Text Part)	Accession Number	Disposition
990124-0001	MY BRANCH	990123	Semi-Active

10.4 Create additional offsite boxes for accession

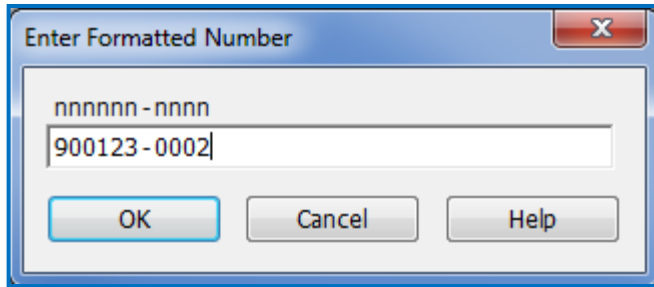
- **Right click** the box just created
- **New | Copy Record**



- The **Copy Record** window will appear
- **Number of Copies** = # of new offsite boxes needed, based on the number of physical boxes you already filled with p-folders.
- **OK**

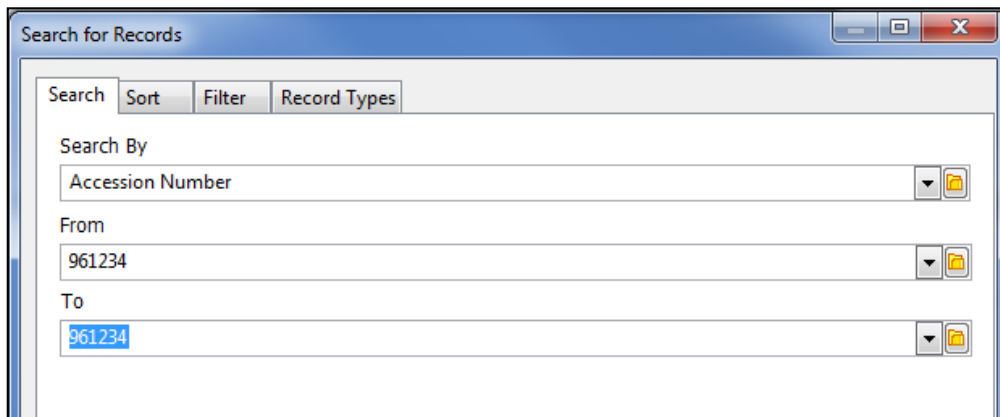


- **Enter Formatted Number** window will appear. For each new box, update the 4-digit box number | **OK** and repeat



10.5 Retrieve previously created TRIM offsite transfer boxes

- **Search | Find Records**
- **Search tab**
 - **Search by** = Accession Number
 - **From / To** = the accession number you are working with
- **Filter tab** – ensure **Semi-active** is selected



- In **Record Types** tab specify **BOX – OFFSITE TRANSFERS** to avoid returning a list of individual p-folders

11. ENCLOSE TRIM P-FOLDERS IN TRIM OFFSITE TRANSFER BOXES

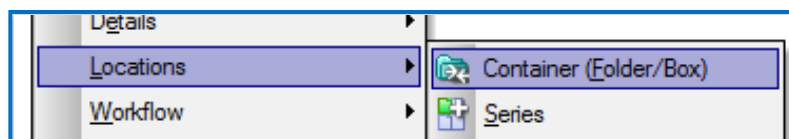
Link TRIM p-folders to TRIM boxes by “enclosing” folders in boxes. TRIM data must reflect how physical folders are arranged in physical boxes.

11.1 List p-folders within the user label(s)

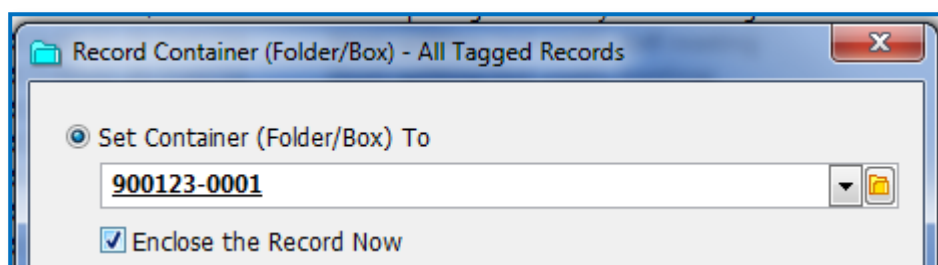
- **Trays | User Labels | right click | Show Records**

11.2 Enclose p-folders in TRIM offsite transfer box

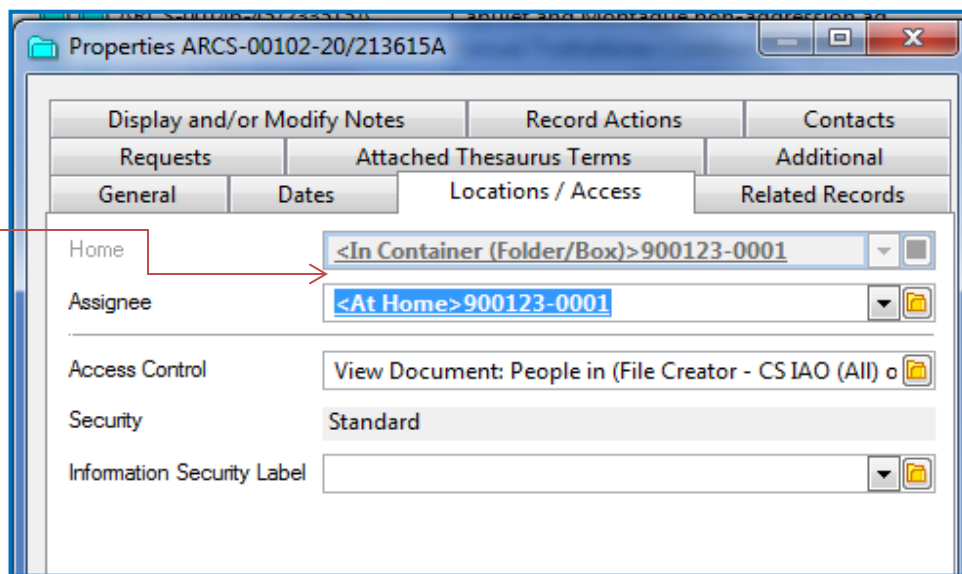
- Refer to hardcopy **GOV BOXING ELIGIBILITY REPORT** with annotations made when you pulled folders from shelves
- In **TRIM Tag** the p-folders that reflect the folders placed within the first box
- **Right click** in list pane | **Locations | Container (Folder/Box)**



- **Set Container (Folder/Box)** = box number (accession number plus 4-digit box number)
- Number will be **bold and underlined** if it is a valid box
- Ensure **Enclose the Record Now** button is selected
- **OK | Yes to All**
- The tagged p-folders are now enclosed in box 0001



NOTE: once a **p-folder** is enclosed in a box, its **Home** and **Assignee** data will change to reflect the box it is within (for exceptions see Appendix).



Note the folder's "Home" and "Assignee" have changed to show the box it is enclosed in.

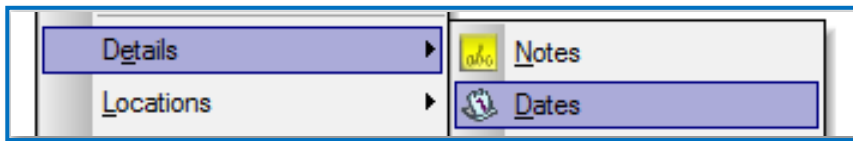
NOTE: the **p-folder** location is the box it is in. The **offsite transfer box** location will be the storage facility it is transferred to. GRS will update this field after transfer to facility is confirmed.

- Repeat until all TRIM p-folders are enclosed in TRIM boxes
- You may dispose of the hardcopy Boxing Eligibility Report as a transitory record when you are finished with it

12. CLOSE TRIM OFFSITE TRANSFER BOXES

“Close” the TRIM boxes to prevent further changes to data. This means no one (including you) can add or remove folder data after the box is “closed.”

- First, run an accession search to list TRIM boxes
 - **Search | Search by =** Accession number
 - **From =** accession number | **To =** accession number
- **Tag** boxes
- **Right click | Details | Dates**



- TRIM automatically generates the box close date

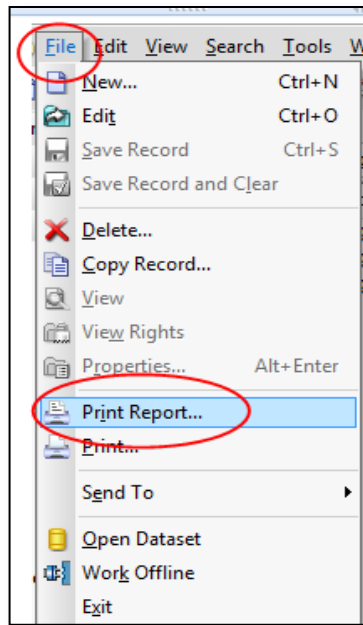
- **OK | Yes To All**

NOTE: after you close a TRIM box, you cannot change the contents. If you need to add or remove p-folder data, ask EDRMS.Help@gov.bc.ca to re-open the box(es).

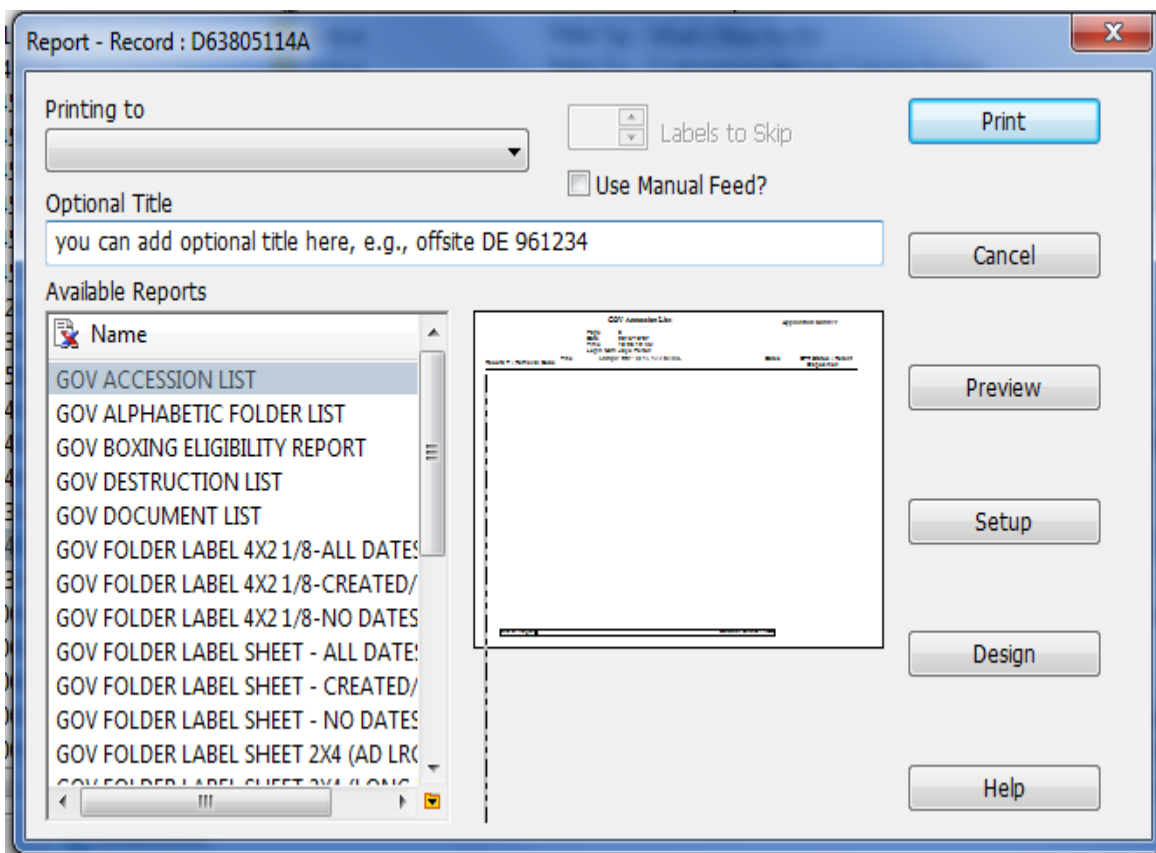
13. PRINT GOV ACCESSION LIST REPORT

13.1 Run accession number search to retrieve TRIM boxes

- Specify BOX – OFFSITE TRANSFERS in the **Record Types** tab so the search only returns the boxes, not a list of p-folders
- **Tag all boxes | Select File | Print Report**



- Select **GOV ACCESSION LIST** report
- After selecting report, add an optional title if desired



13.2 You need 3 copies of the GOV ACCESSION LIST report

- 1 copy on single-sided paper. On the inside of the lid for each physical box, tape the page (or pages) listing the folders that are within it. This is a risk management practice that ensures the list of folders that should be in the box is always available
- 1 pdf to send to GRS with the offsite transfer application paperwork
- 1 pdf of the report for the branch accession file, under ARCS-432-20 in your branch TRIM folder

14. SUBMIT OFFSITE TRANSFER APPLICATION TO GRS

14.1 Submit package electronically to GRS

- Completed Records Off-Site Form (ARS617)
- Electronic **GOV ACCESSION LIST**. GRS retains this for as long as records are held in offsite storage
- Attach a **TRIM reference** for the TRIM boxes to email. It lets GRS staff quickly update TRIM with new box location after transfer completes
- Follow instructions on ARS617 form for electronic submission

15. AFTER BOXES ARE MOVED TO STORAGE FACILITY

15.1 Delete user labels

- **Shortcuts | Trays | User Labels**
- Right click user label | **Delete**

This does NOT delete the p-folders

15.2 GRS will update Home location for boxes

After the boxes move to storage, GRS will update the **Home** field for each box with the name of the storage facility.

This is a corporate service provided to all TRIM users. The TRIM data is updated quarterly, so there will be a delay between boxes moving to storage facility and TRIM Home and Assignee data reflecting the change in location.

See Appendix (below) for detailed instructions on non-standard or infrequent situations relating to offsite transfer.

APPENDIX 1: TRIM P-FOLDERS TRANSFERRED TO OFFSITE STORAGE

This appendix provides more detail about non-standard or infrequent issues.

1. TRIM p-folder status: semi-active vs active

- The TRIM searches described in this procedure only work for p-folders that have a status of **semi-active**.
- GRS updates folders from **active** to **semi-active** status for all TRIM users across government. This is a corporate service and is done about twice a year.
- To be updated, your TRIM folders must:
 - Be **Closed**. The “closed date” field must have a date entered.
 - Have an **SO date**. The “SO date” field must have a date entered if folder has active retention of **SO**.
 - Scheduled active period has expired.
- To benefit from this service, ensure your TRIM folders are closed on time. This includes rolling over your FY and CY files each year and reviewing your SO files regularly.
- If p-folder status needs to be updated immediately for off-site transfer, send a request and attach a TRIM reference for the p-folders that need updating to EDRMS.Help@gov.bc.ca

2. Transferring active p-folders to offsite storage

- The searches described in this procedure do not work for active folders. You will need to set up your own search criteria to identify active folders you want to transfer offsite.
- After identifying and listing the active p-folders, you can use the same processes that apply to semi-active p-folders to add accession number to folders, create offsite transfer boxes, enclose TRIM folders in boxes and print GOV ACCESSION LIST report.
- Identify p-folders as active in your documentation.

3. Transfer records covered by a draft schedule to offsite storage

To transfer records covered by a draft schedule follow the same instructions as semi-active records covered by approved schedules with this exception:

- Section 4.3: use the saved searches that have “draft” in the titles

The records will not be processed for final disposition while the schedule is Draft.

4. Narrow a search

In step 4.2 (Search tab) narrow the scope of the search to specific p-folders within a branch by adding criteria to the search tab query. The following examples show common search criteria:

A range of ARCS classifications (e.g. buildings and facilities records)

Current Selection

☒ AND ☐ OR

Owner is 'LCS Training Branch'
and Record Number Range (Expanded) is between 'arcs-00700-00' and 'arcs-00899-00'

One ARCS classification (e.g. IT Project files)

Current Selection

☒ AND ☐ OR

Owner is 'LCS Training Branch'
and Classification is 'arcs-06450-20'

Two ARCS classifications only

Current Selection

☐ AND ☒ OR

Owner is 'LCS Training Branch'
and Classification is 'ARCS-01735-20'
or Classification is 'ARCS-01735-30'

1

Current Selection

☐ AND ☒ OR

Owner is 'LCS Training Branch'
✓ and Classification is 'ARCS-01735-20'
✓ or Classification is 'ARCS-01735-30'

2

Current Selection

☐ AND ☒ OR

Owner is 'LCS Training Branch'
and (Classification is 'ARCS-01735-20'
or Classification is 'ARCS-01735-30')

3

A specific ORCS classification (e.g. all p-folders relating to a type of case file)

Current Selection

☒ AND ☐ OR

New Insert Delete (...) NOT

Owner is 'LCS Training Branch'
and Classification is 'CVSE-93420-40'

Records with the same retrieval code (e.g. all files relating to a particular project or entity)

Current Selection

☒ AND ☐ OR

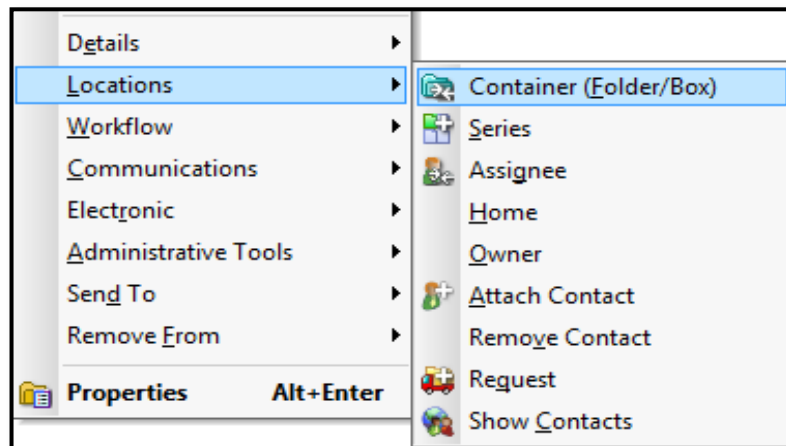
New Insert Delete (...) NOT

Owner is 'LCS Training Branch'
and 'cipr' in Retrieval Code

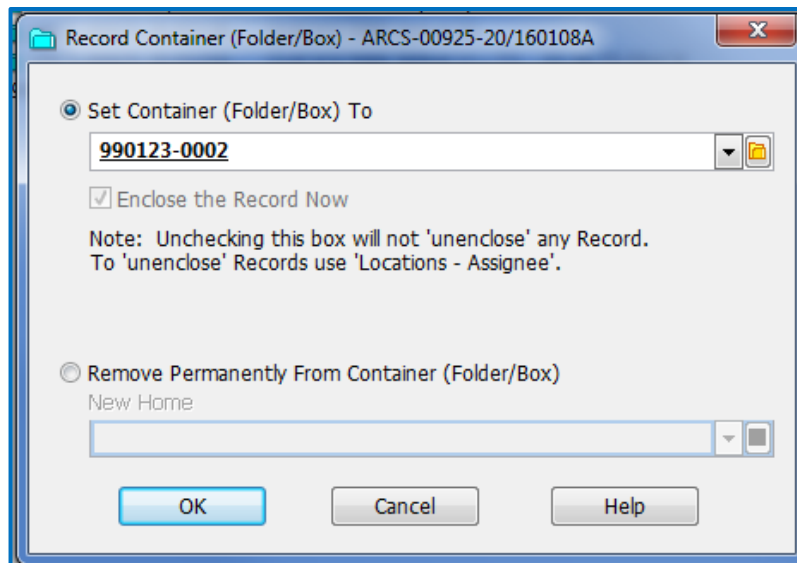
5. Move a p-folder to a different box

When a physical folder is moved from one box to another, TRIM data must be updated.

- **Tag** the p-folder(s) removed from the box
- **Right click** in list pane | **Locations** | **Container (Folder/Box)**



- **Record Container (Folder/Box)** window appears
- Select **Set Container (Folder/Box) To** bullet
- Enter new box number | **OK**

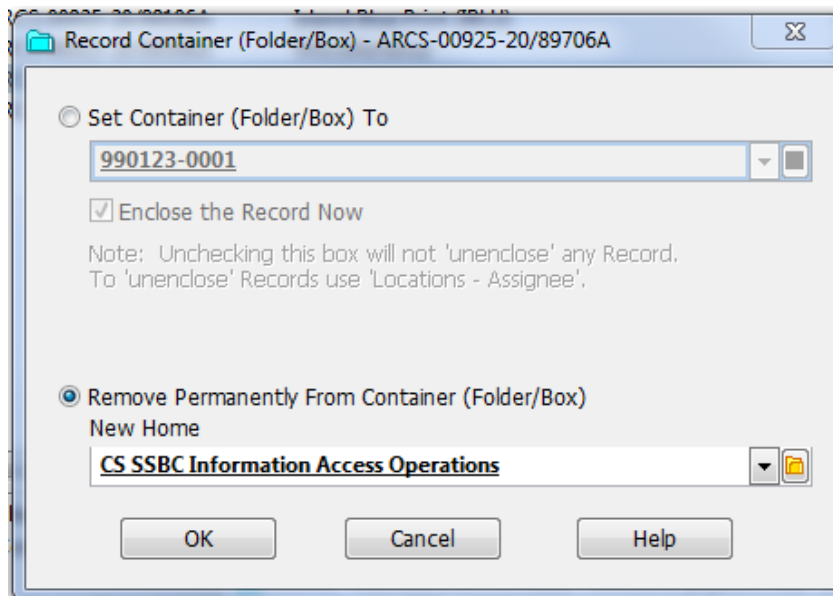


NOTE: if the box has already been “closed” in TRIM, an Information Worker cannot update folder data. Send an email request to EDRMS.Help@gov.bc.ca requesting the box be re-opened so you can re-arrange contents.

6. Remove p-folder from TRIM box

Follow the same steps described in 5 above, except instead of setting the container to a different box, you will:

- Select the bottom button, **Remove Permanently From Container (Folder/Box) New Home**
- Enter TRIM owner | **OK**



- The p-folder has been removed from the TRIM box

7. Remove accession number from p-folder

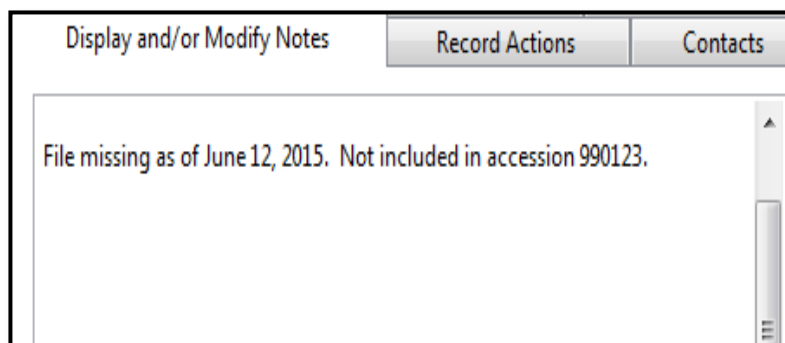
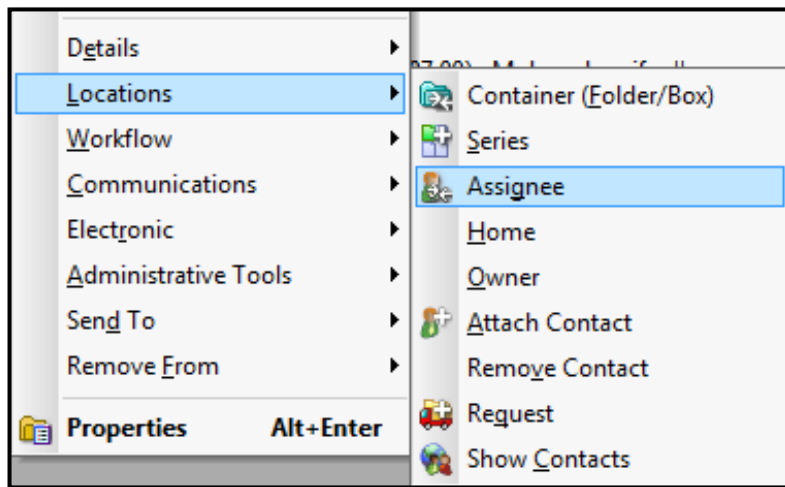
If you remove a p-folder from an accession, you must update TRIM.

- **Tag** appropriate p-folder(s)
- Right click | **Details** | **Other Record Fields**
- **Other Record Fields** window appears
- In **Accession Number** field, backspace over accession number
- **OK**

8. Missing folder

- Right click on folder | **Locations** | **Assignee**
- Select **Set as Missing** button | **OK**
- Right click on folder (again) | **Properties** | **Display and/or Modify Notes** tab
- Add details about missing folder to provide background/audit trail
- If p-folder is located, update TRIM data

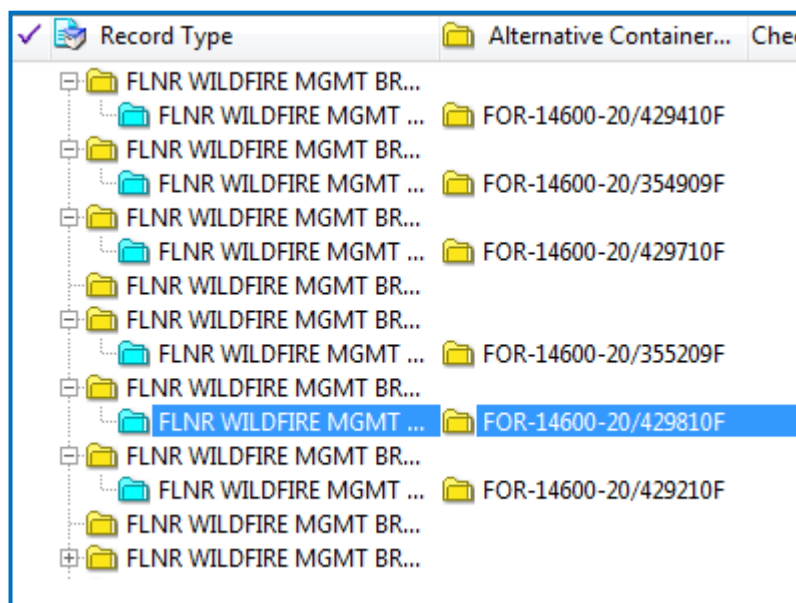
NOTE: if missing folder is a “part” of a multi-part case file, you can transfer the rest of the folders. See also Appendix 13, “Parts”



9. Linked e-/p-folders

If you have linked folders, where the TRIM p-folder is alternatively contained “within” an e-folder, you can choose to enclose the e-folder in the same offsite transfer box as the p-folder so both folders go through final disposition at the same time. If you choose to manage linked folders together when transferring off-site, follow these steps:

- Include both E-FOLDER and P-FOLDER record types in your search
- Add the “Alternative Container” column in the list pane, so the p-folders will be listed within their linked e-folders
- **Tag** both the e-folder and its alternatively contained p-folder and place both in the TRIM offsite box



- The related e-folder will follow the p-folder through the life-cycle, and TRIM data will be updated for both folders when final disposition is applied

10. Ongoing accession numbers (OAN)

Follow the instructions given for non-OAN boxes with these exceptions:

- 10.2 – add the consignment/application number provided to you by GRS.
- 10.3 – the first box number will be the next available OAN box number.

11. Ownership of TRIM folders is set at Division level

Some ministries assign ownership of TRIM folders at the Division level, and use the **Assignee** field to identify the branch that is responsible for creating and managing the folders.

- If the **Assignee** field is edited when the folder is created, it will not automatically update to match the “Home” location when the p-folder is enclosed in a box. This allows users to search for branch records using the Assignee field instead of Owner field.
- Use your branch/program name in the Offsite Transfer Box title field. The Owner field will identify the Division that owns the folders.

12. Closed folders and time stamps

When you close a p-folder that has an active base retention of FY and the close date is March 31, you must delete the **time stamp** (see screen shot, below). The reason for this requirement is that TRIM version 7.2 adds an additional fiscal year to the active retention period if the time stamp field has data in it.

Record Dates - ARCS-00432-20/448609A		
<input type="checkbox"/> Date Created (Opened)	2009-03-27	3:34:31 PM
<input type="checkbox"/> Date Registered	2009-03-31	3:39:28 PM
<input checked="" type="checkbox"/> Date Closed	2015-03-31	3:42:20 PM
<input type="checkbox"/> Date Due		

13. Folder Parts

If you are transferring a TRIM folder that has multiple “parts”, remember that TRIM manages all the parts as a single file. This means that all parts are scheduled according to the closed date (or SO date, if it is an SO file) of the **last** part.

The last part of a file must be closed and eligible for offsite transfer before any of the parts can be transferred.

Different parts of a folder can be located in different physical places (e.g., in different boxes). Remember that **all** the parts of a file will reach their eligible final disposition date at the same time, based on the closed date of the **last part**. This may impact the disposition date of a box.

If a part of a file is missing, you may transfer the other parts offsite.

For SO files: every part must have the same SO date.

NOTE: if you have questions whether or not to create “parts,” contact your Records Team.