

Requesting Deletion of EDRMS Content Manager Records

Users cannot delete EDRMS Content Manager records of any kind (document, folder, or box). Users must submit a deletion request to EDRMS.Help@gov.bc.ca

If an error is made and a deletion request is required:

1. Email an **EDRMS Content Manager Reference** to the record(s) as an attachment. See instructions below.
2. Include a reason for the deletion in the body of the email (for example, 'duplicate' or 'created in error'). This is required for audit purposes.
3. Ensure your name and/or signature block are in the email if you are sending from a generic email box.
4. You will receive a confirmation email from EDRMS Help once the deletion is complete.

NOTES:

A deletion of a folder that alternatively contains another folder **DOES NOT** delete the alternatively contained folder. If you need both folders deleted, you must tag both for your request.

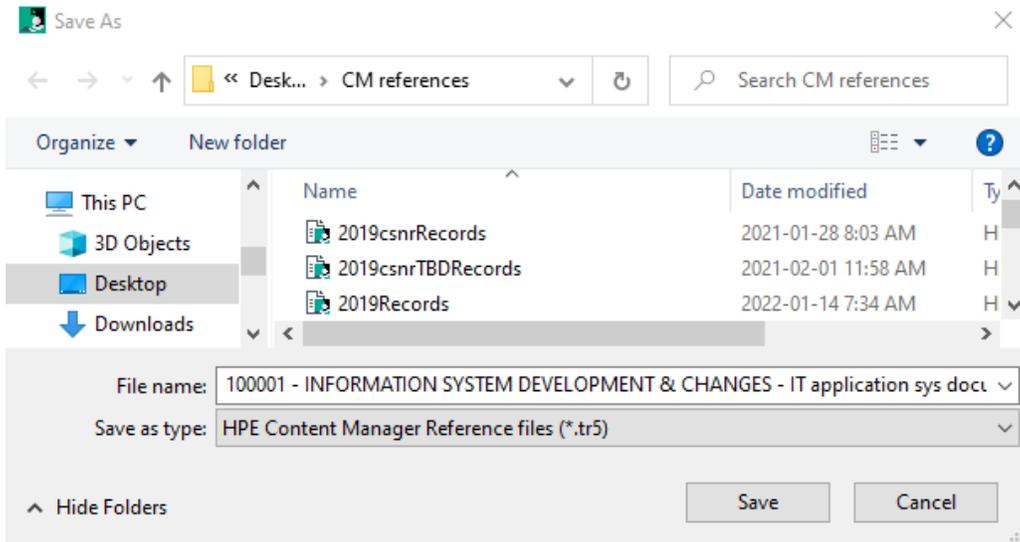
If you are working with original records and data that is being replaced by authoritative copies under the **Redundant Source Information Schedule (RSIS)**, schedule 206175, these records are NOT deleted from EDRMS Content Manager. Instead, their disposition is updated to destroyed pursuant to the **Appropriate Information Destruction** practices. Please contact your records team at GRS@gov.bc.ca for guidance on this process.

Creating a single Reference:

1. Tag record
2. Right click, **Send To, Save Reference**.

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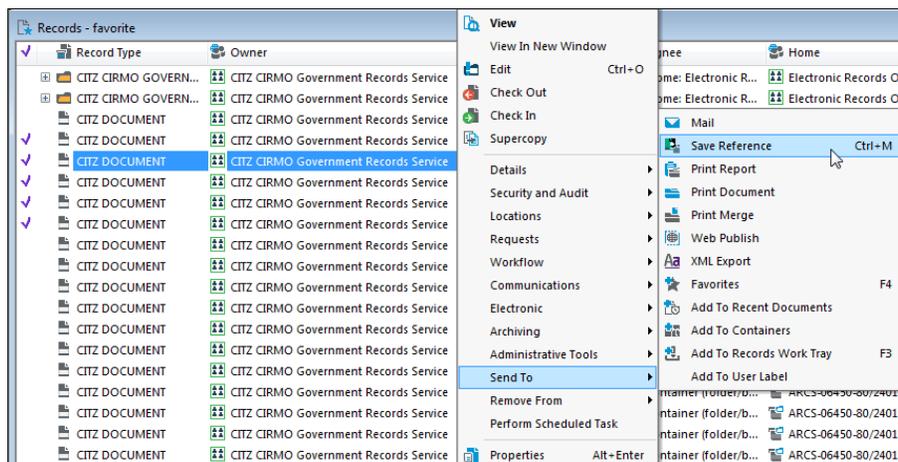
- The **Save As** pop up appears, choose where you want to save it (e.g. Desktop or folder on LAN). The file name is prefilled by the system but can be updated.



- Click **Save**.
- In Outlook create a new email, click **Attach File**. Locate reference file (.tr5) in the recent items or choose Browse this PC, **Insert**, compose & send email OR drag the reference from your desktop into an open email. The recipient must be an EDRMS Content Manager user and have access to the relevant dataset.

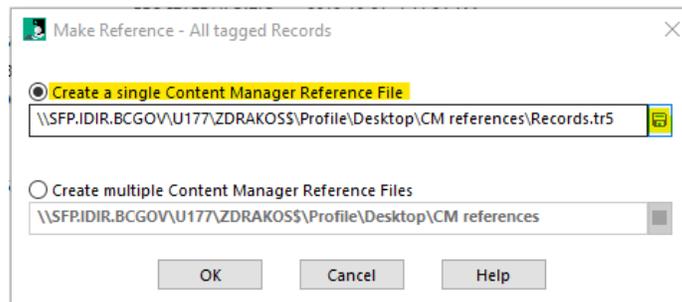
Creating a single reference to multiple records:

- Tag records
- Right click, **Send To, Save Reference**.

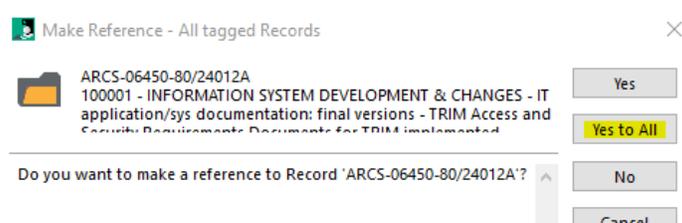


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3. Popup: **Make Reference – All tagged Records**, select **Create a Single Content Manager Reference file**, select the **disk icon** on the right to choose where to save the reference file to (e.g. desktop or folder on LAN) and name it, then click **OK**.



4. Click **Yes to All**.



5. In Outlook click **Attach File**. locate reference file (.tr5), **Insert**, compose & send email. The recipient must be an EDRMS Content Manager User and have access to the relevant EDRMS Content Manager dataset.

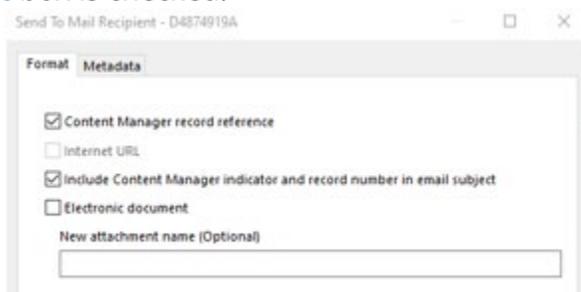
Sending reference for a SINGLE record:

1. Right click on the record, **Send To, Mail**.



2. On the **Format** tab of the **Send to Mail Recipient** popup:

- A. Check the **Content Manager Record Reference** box.
- B. Make sure that **Include Content Manager indicator and record number in email subject** box is checked.



- C. Click **OK**.

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- An email will be generated. The appropriate subject line will be pre-populated, and an **EDRMS Content Manager reference (.tr5)** to the record you want to email will be attached.

