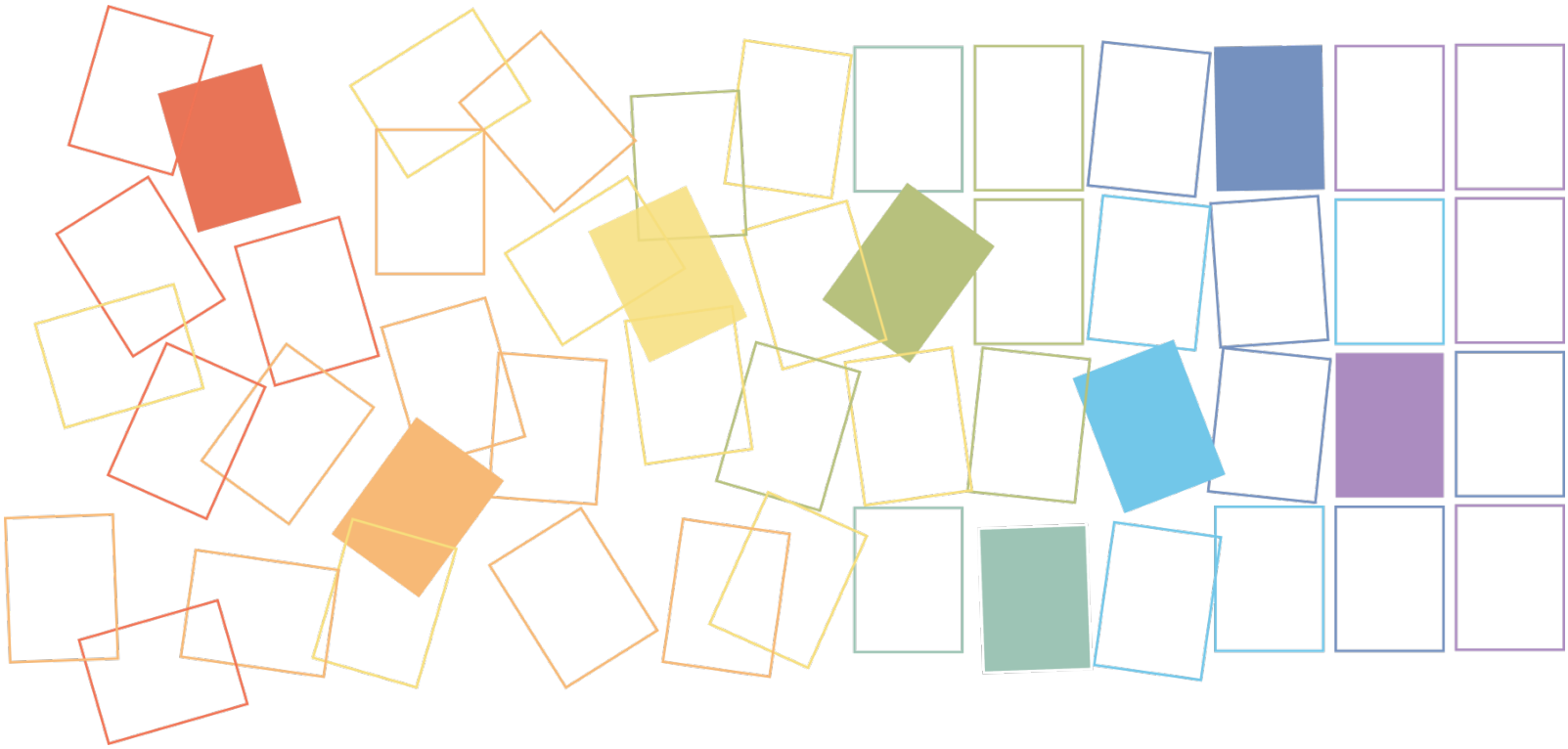
EDRMS Content Manager Calendar/Fiscal Year Rollover Guide

VERSION 1.0



BRITISH COLUMBIA | Ministry of Citizens' Services

Government Records Service, Province of British Columbia

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Rollover Procedures Checklist

✓	TASK
	Create EDRMS Content Manager User Labels
	Search for Empty Folders (optional task)
	Search for CY/FY Folders
	Send Search Results to User Labels
	Create CY/FY Rollover Review Report for Program Area Review
	Program Areas Identify Folders They'll Need Next Year
	Copy Existing Folders to Create the New Year's Folders
	Send an EDRMS Content Manager Reference to EDRMS Help to Change New Year's Folders' Open Date to Jan 1/March 31
	Create New Filebacks or Folders for P-Folders; Print and Affix Folder Description Labels
	Notify the Staff of the New E-folders and P-folders
	Close P-folders as at December 31/March 31
	Print and Place Closed File Sheets onto P-folders
	Close E-folders once Staff have had Sufficient Time to Complete E-filing onto Previous Calendar Year Folder

Introduction

Rollover is the process of using this year's folders as a shortcut or a template to create next years' folders, and then closing this year's folders so that the retention schedule is applied correctly. Rollover is performed annually in order to manage records according to legislatively approved records retention schedules.

Calendar Year Rollover

The Calendar Year begins January 1st and ends at midnight December 31st. Calendar Year (CY) retention schedules are calculated against the Close Date of a folder, which is always deemed to be the last day of the Calendar Year.

Fiscal Year Rollover

The Fiscal Year begins April 1st and ends at midnight March 31st. Fiscal Year (FY) retention schedules are calculated against the Close Date of a folder, which is always deemed to be the last day of the Fiscal Year.

Process Overview

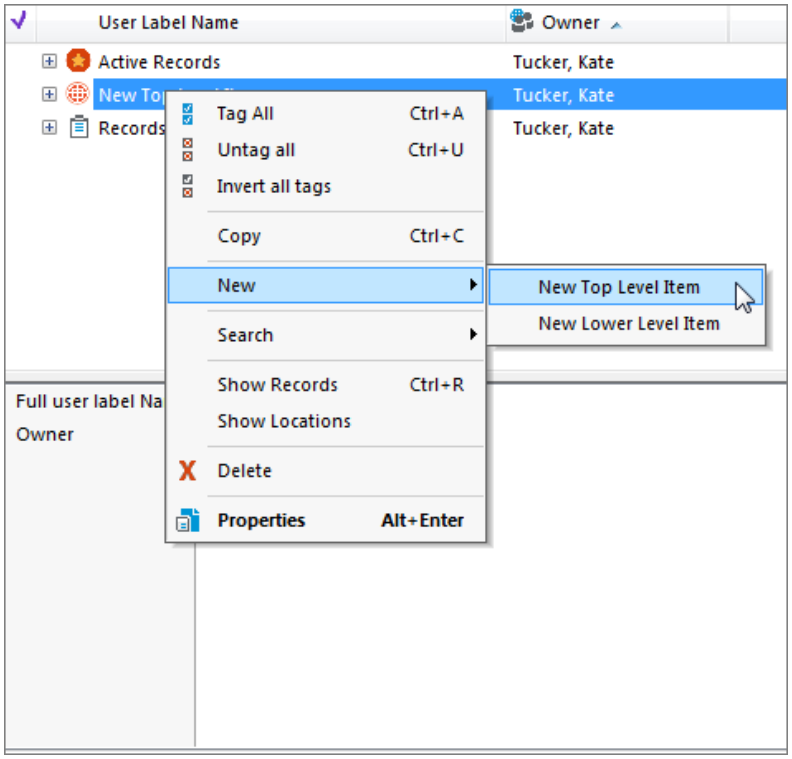
1. Create EDRMS Content Manager User Labels (your work space in EDRMS Content Manager).
2. Search for empty folders (optional task).
3. Search for CY and FY folders and send to EDRMS Content Manager User Labels.
4. Create CY and FY Rollover Review report for program area review.
5. Program areas identify the folders they'll need next year.
6. Copy existing folders to create the new year's folders (using the Copy Record function).
7. Calendar Year: send an EDRMS Content Manager reference to EDRMS Help to change the open date of the new year's folders to January 1 (CY) or April 1 (FY).
8. For physical folders, create new filebacks or folders; print and affix folders description labels.
9. Notify the staff of the new folders.
10. Calendar Year: after January 1st, close the old folders as of December 31st.
11. Fiscal Year: after April 1st, close the old folders as of March 31st.
12. For physical folders, clearly identify closed folders as closed.

Create EDRMS Content Manager User Labels

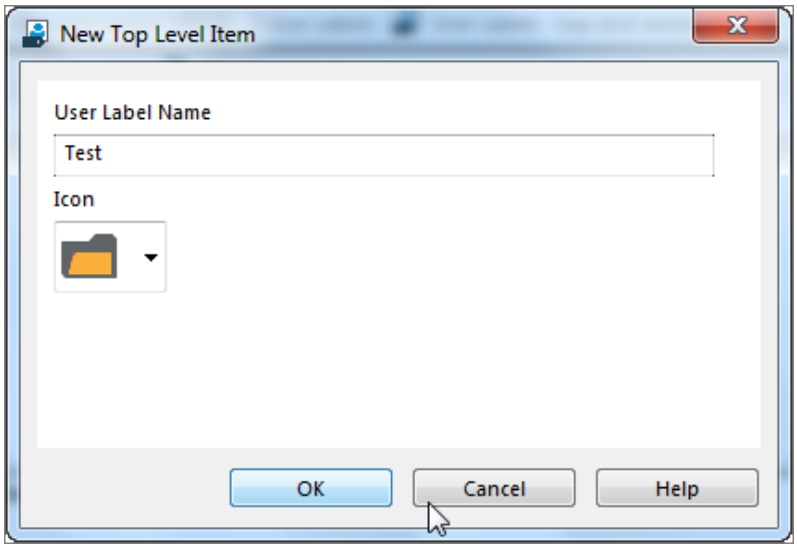
User Labels are your work area or organizational tool for completing the tasks associated with Calendar Year and Fiscal Year rollover.

To create User Labels:

1. From the Manage tab, select User Label.
2. On the User Labels popup:
    - To create a new top level level label, right click in the screen area and from the New menu, choose New Top Level Item.
    - To create a sub-level of an existing label, right click on the label and from the New menu, choose New Lower Level Item.



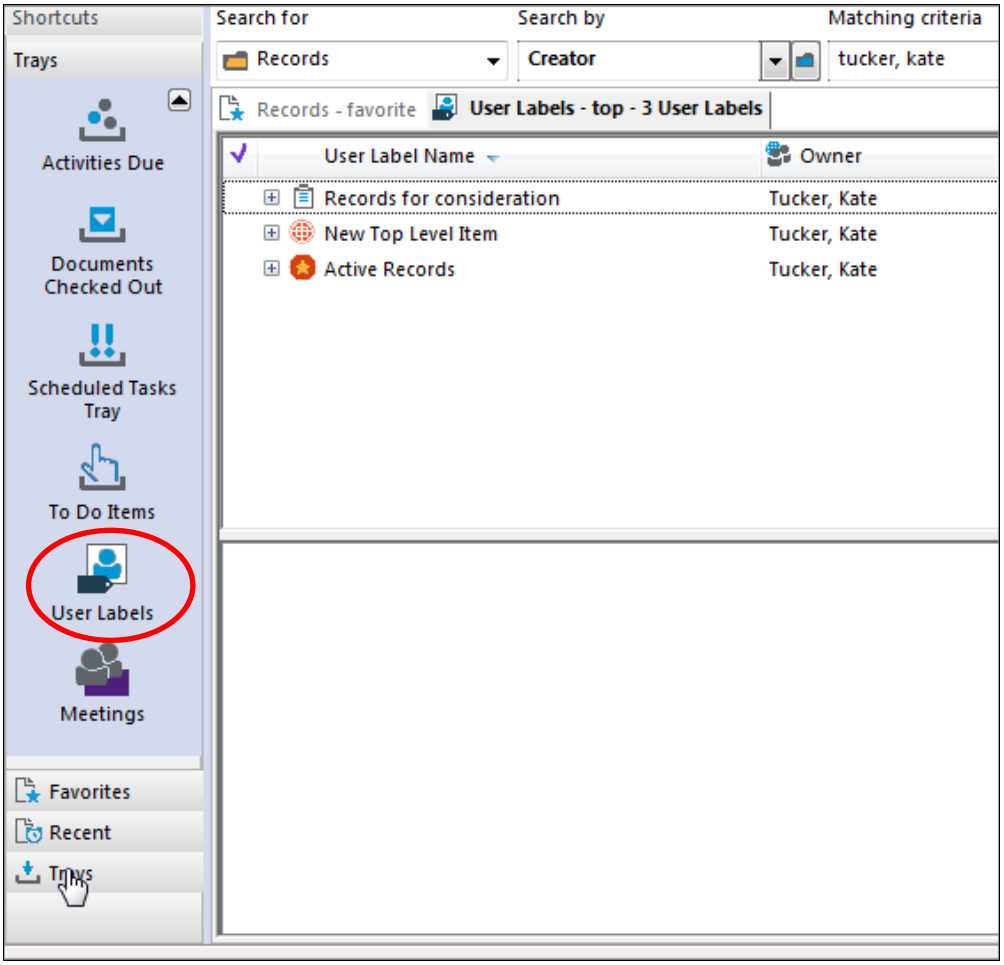
3. On the New Top Level/New Lower Level Item popup:
    - Enter a name for your new user label in the User Label Name field. Remember that these labels are not visible to or accessible by anyone else. They are simply your shortcuts.
    - You may want to create a set of user labels for both electronic and paper folders. Or you may want to sort your folders by your office's work unit groupings.
    - If desired, select an icon for the new user label from the dropdown.



4. Click OK.

To display your own User Labels:

1. Click Trays from the Shortcuts bar.
2. Click User Labels. The User Labels screen displays the User Labels for which you are the owner.



3. Other ways to see your own User Labels:
    - Select User Labels from the Manage tab.
    - Select User Labels from the Search tab.

Search for Empty E-folders (Optional Task)

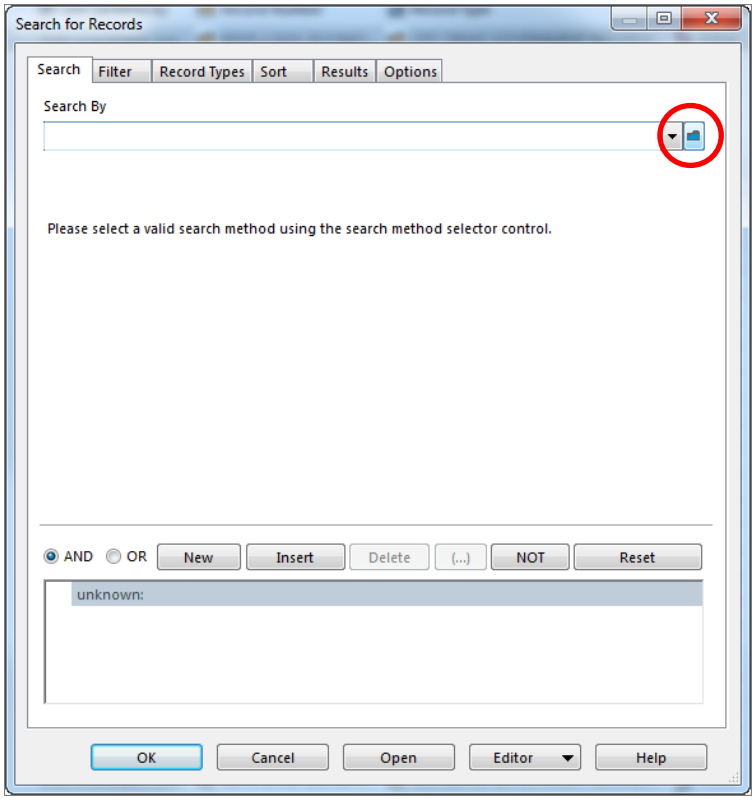
There are two purposes for searching for empty e-folders:

- The first is to generate a list which you can use to prompt staff to doing their filing. This can also be done periodically throughout the year.
- The second is to identify empty folders before creating the new set of folders for the next calendar or fiscal year.

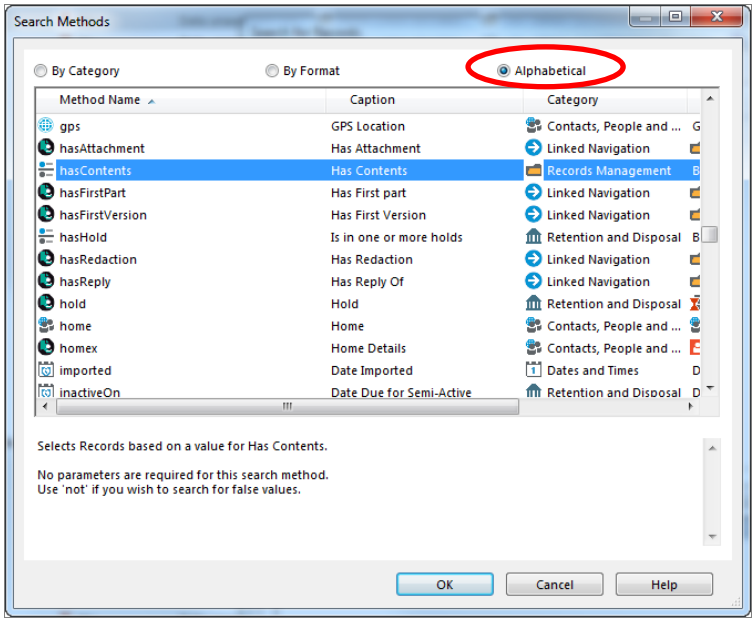
These steps will help minimize the number of empty folders in your records management system, and encourage staff to keep up with their filing.

To search for empty e-folders:

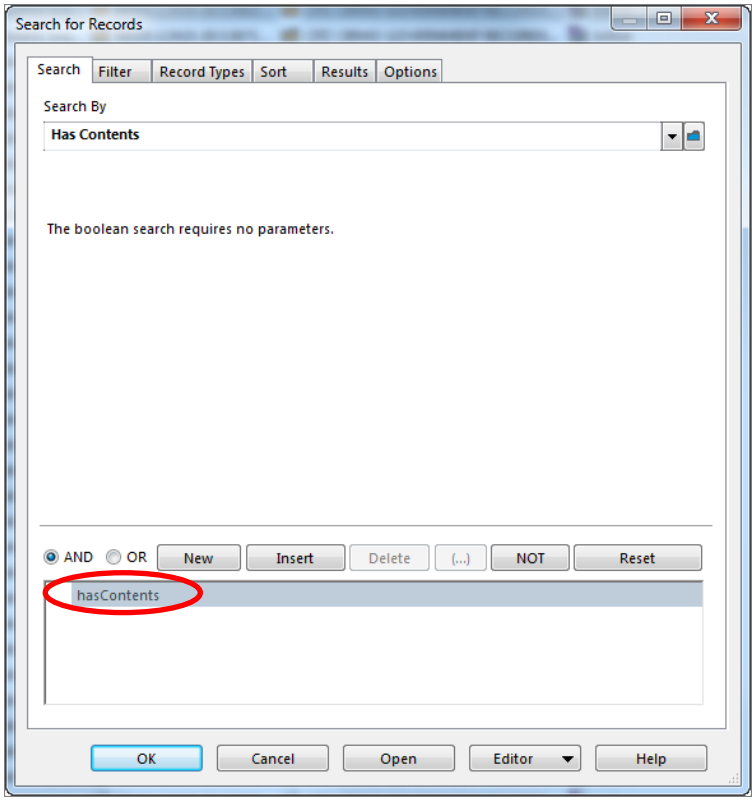
1. From the Search tab, select Records and then Find Records.
2. On the Search for Records popup, select the Search tab:
    a. In the Search By field, click the blue folder.



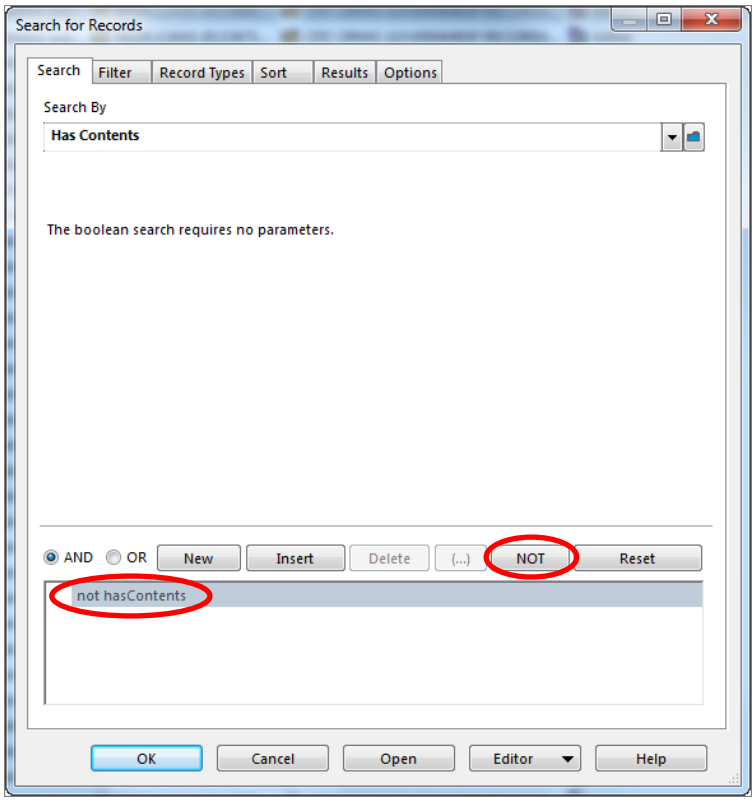
    b. On the Search Methods popup, select the Alphabetical button, scroll down to Has Contents and select it.



    c. Click OK. Your search window will now have hasContents as a search criterion.



d. Click NOT. Your search criterion will now be not hasContents. This will return all records that do not have contents.



3. If desired, add additional search criteria to refine your search to make your list more targeted. Select a specific classification, or a Record Number range, or a date range.

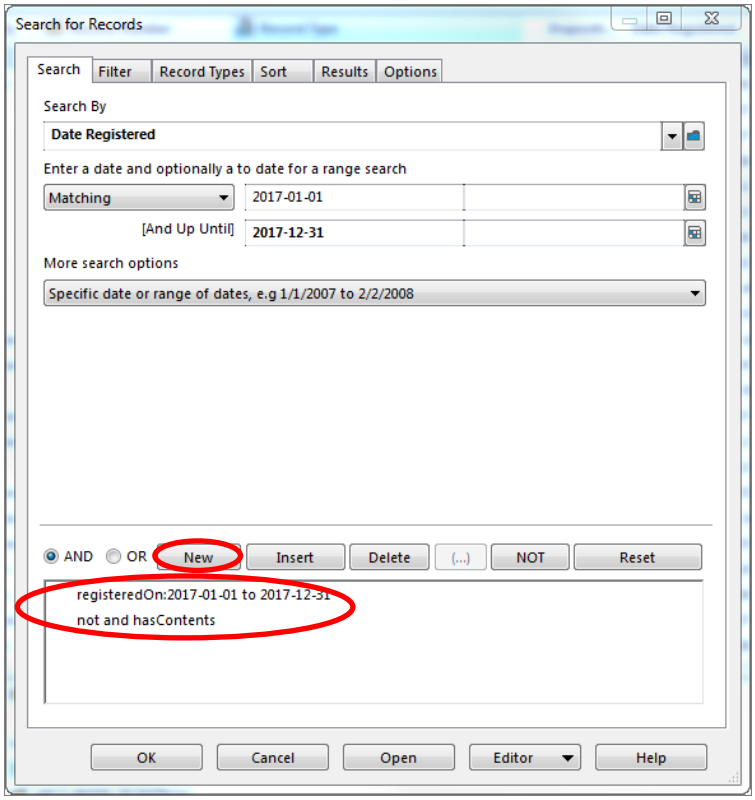
   To include folders in the current Calendar or Fiscal Year:

   a. Click New.

   b. From the Search By dropdown, select Date Registered.

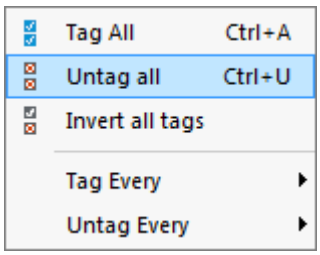
   c. From the Enter a date and optionally a to date for a range search fields:

      - Select Matching from the dropdown
      - Select the beginning of the Calendar/Fiscal Year from the first date picker.
      - Select the end of the Calendar/Fiscal Year from the [And Up Until] date picker.

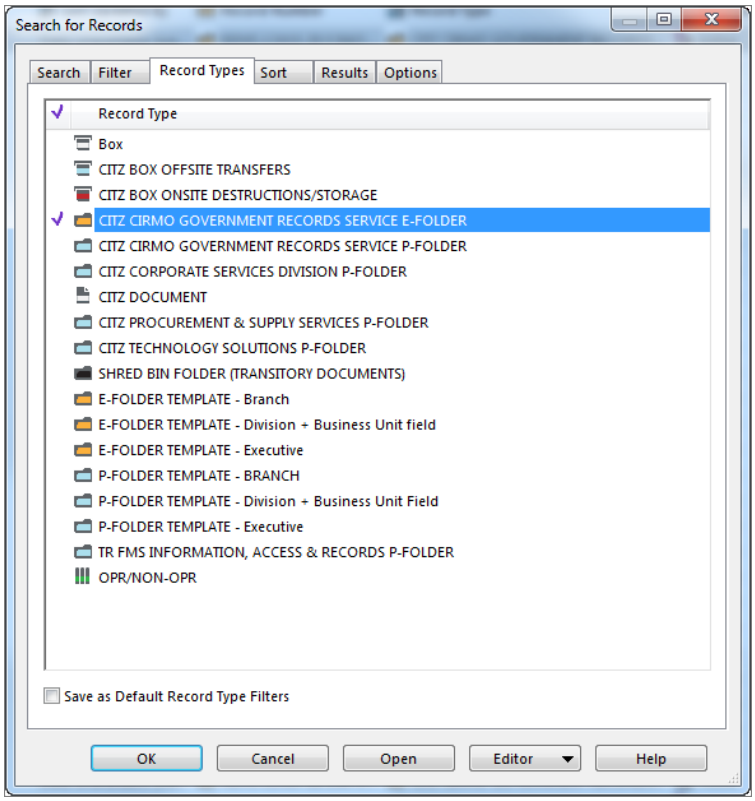


4. Select the Record Types tab. It displays a list of all the Record Types you have access to:

   a. Right click anywhere in the tab and select Untag All. This deselects all the Record Types listed.



b. Select the e-folder type you want for your search.



5. Click OK.
6. EDRMS Content Manager will return a list of e-folders:
    a. That do not have contents – that is to say, are empty folders
    b. That optionally, match the other criteria you entered, e.g. were registered during the Calendar or Fiscal Year, or have a specific Classification, etc.
    c. That are of your specified Record Type
7. Sort the search results in a way that will help you manage the folder list. You can sort by Record Type, by Record Number, by Date Registered, etc.
8. The next step is to create a list, or a series of lists, of these folders.
    a. Select Tag All.
    b. Right click and Send To.
    c. Select Print Report.
    d. Select an appropriate report such as GOV ALPHABETIC FOLDER LIST or GOV NUMERIC FOLDER LIST. Select Printer or print to PDF.
        - You can also create an EDRMS Content Manager reference for the list of empty folders and attach it to an email. An Optional title you might add could be: *Do you have anything to file into these empty folders?*
        - You could also create a User Label for the Search Results and print the list from the User Label.

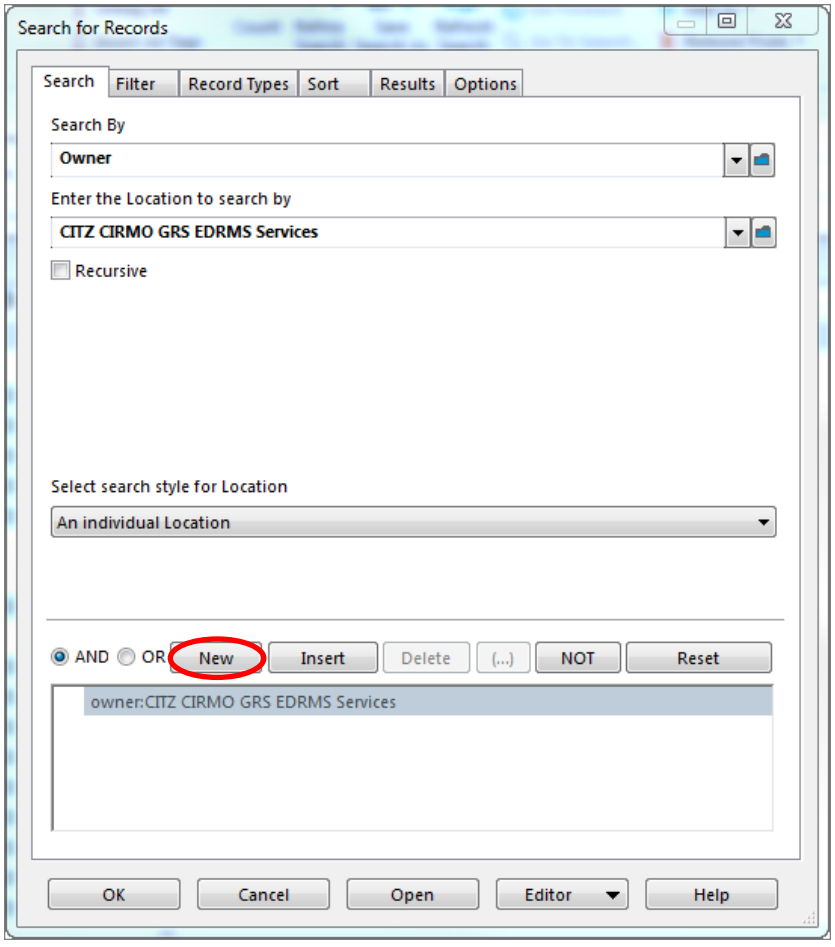
e. Circulate the reports or attach the PDF or EDRMS Content Manager Reference to an email and ask staff to file any relevant electronic documents.

Search for CY/FY Folders

To search for eligible folders by Owner and Location:

1. From the Search tab, select Records and then Find Records.
2. On the Search for Records popup:
    a. From the Search by dropdown, select the appropriate Owner.
    b. From the Enter the Location to search by dropdown, select the appropriate Location.
    c. From the Select search style for Location, select An individual Location.
    d. Click OK.

Note: Depending on the number of CY/FY folders in your office, you may want to narrow this search by adding additional search criteria.



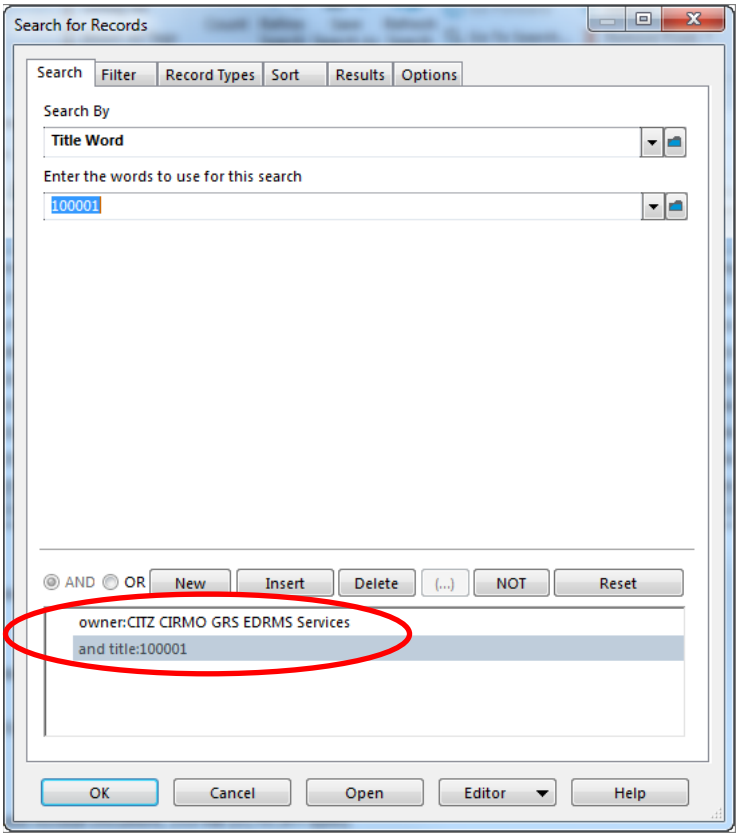
To expand your search:

1. Click New and then enter another set of search criteria.
2. For example, to search for only your ARCS folders:

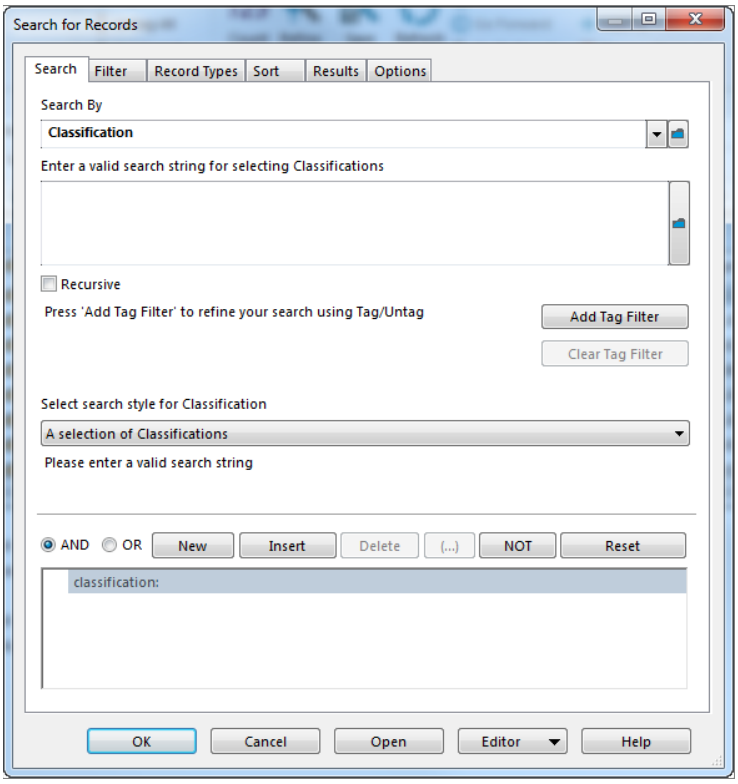
a. Select Title Word from the Search by dropdown.

b. Enter 100001 in the Enter the words to use for this search.

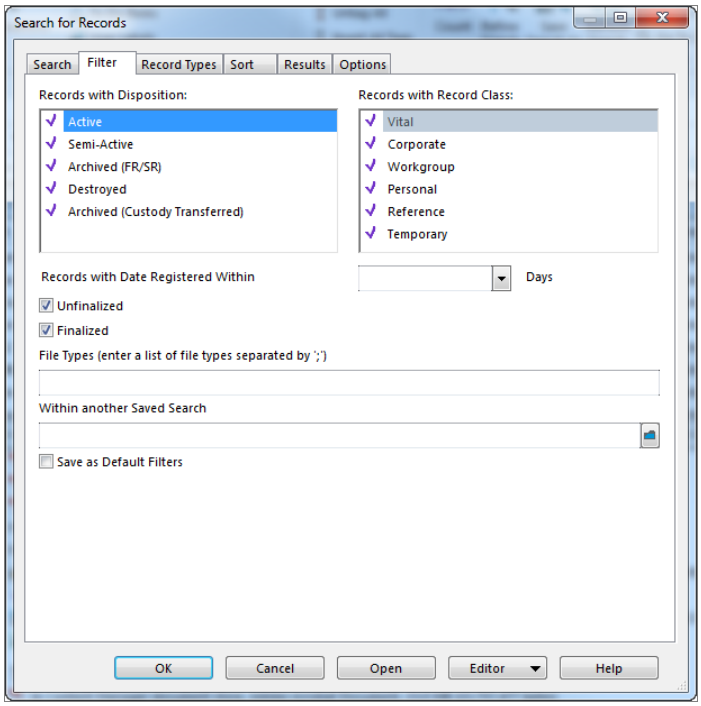
c. Click OK.



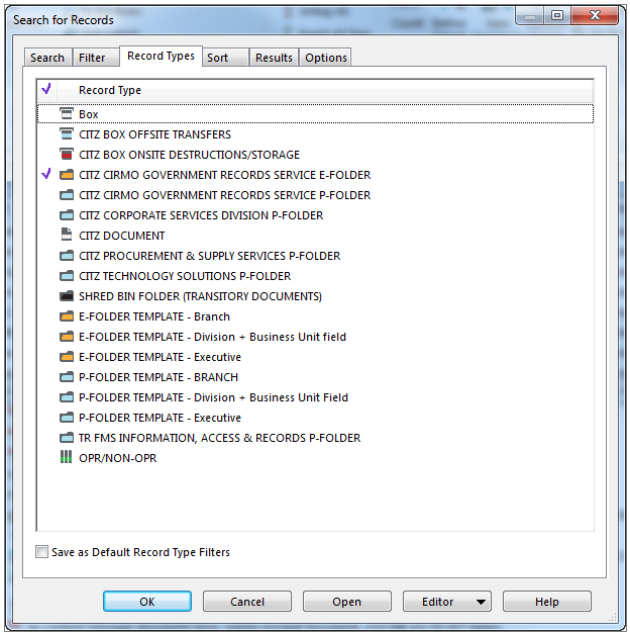
3. Or, to limit the search to certain classification numbers, search by Classification and enter a range of numbers.



4. Select the Filter tab:
    a. Select Within another Saved Search.
    b. From the list of Global Saved Searches, select GOV ROLLOVER CY FILES or GOV ROLLOVER FY FILES. This identifies calendar year/fiscal year folders that do not have a close date.



5. Select the Record Types tab and deselect all Record Types except all but your p-folders or e-folders, depending on the search you are performing.



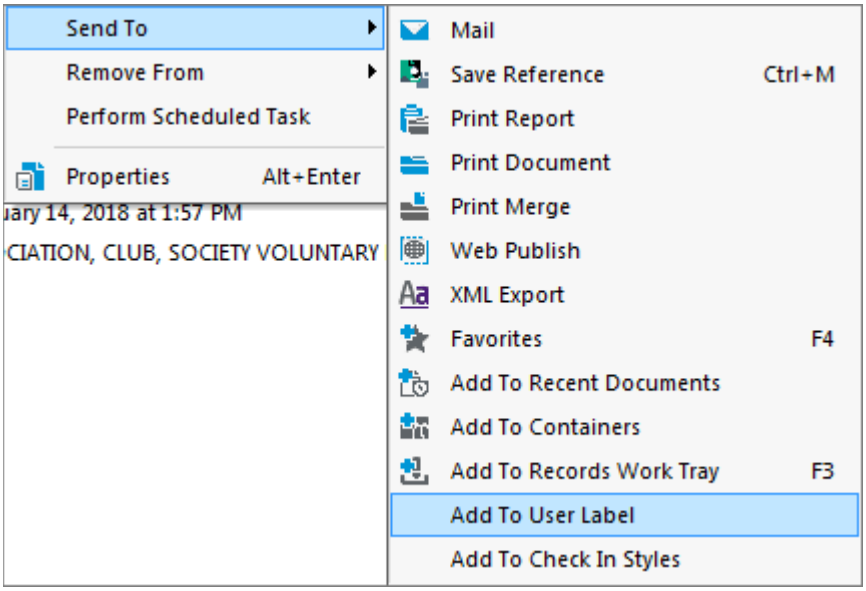
6. Click OK to run the search.

7. On the search results window, sort the search results by the order that you want to work, either by Title (Free Text Part), Retrieval Code, or by Record Number. To do this, click on the column header in question.

Send Search Results to User Labels

To send the search results to a User Label:

1. Right click on the search results and select Tag All.
2. Select Send To and then Add To User Label.



3. A list of your User Labels will be displayed. Select the desired label – p-folders or e-folders – and click OK.
4. On the Add to User Label – All tagged Records popup, click Yes to All.
5. Repeat the process for the other folder type (p-folders or e-folders).

Note: If you want to search for only the empty CY or FY folders, you can add the *GOV ROLLOVER CY FILES* or *GOV ROLLOVER FY FILES* component of the above search to your earlier Empty Folder Search.

Create Rollover Review Report for Program Area Review

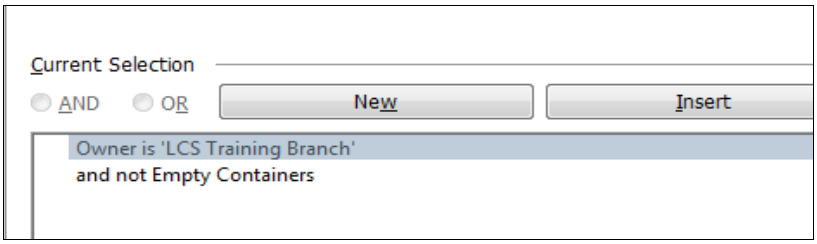
To create the Rollover Review report:

1. Go into your User Labels – CY labels or FY labels.
2. Right click and select Show Records.
3. Right click and select Tag All, or tag folders relevant to a specific program area.
4. Right click and select Send To, and then Print Report.
5. Select GOV FY CY REVIEW W NOTES.
6. Enter an Optional Title for the report.
7. From the Printing to dropdown, select a printer to print to paper, or print to PDF.

8. If you print to paper the report will need to be manually circulated. If you print to PDF and attach the report to an email distribution list, staff will need to open it, save it onto their desktop, edit it, and return the saved edits to you.
9. Click Print.

Notes:

- This report should be provided to the office's staff to review. You may select the folders specific to a program area and send that report only to the staff in that area.
- If you have created a User Label for physical folders and another for electronic folders then you will need to create two reports for the program area's review.
- E-folders and p-folders can be identified by the Assignee field. E-folders are identified as Electronic Records Only, whereas p-folders will show your office's name as the assignee. You can also create an additional User Label and copy the folders from both of the previous User Labels into it. The files can then be sorted either by Record Number or by Title (Free Text Part) and one report can be printed that includes both the E and P folders.
- You can also create an additional User Label for a Blended folders List. Copy the folders from both of the User Labels into the Blended List and sort either by Record Number or by Title (Free Text Part).
- Remember, a User Label is simply a pointer to the folder in EDRMS Content Manager. Any updates made to one User Label or the EDRMS Content Manager Reference will be reflected in all User Labels.
- Another approach is to search for and distribute only e-folders that have documentation in them and not include the empty e-folders. To produce that search, use the same search criteria as above but add an additional line as shown below:



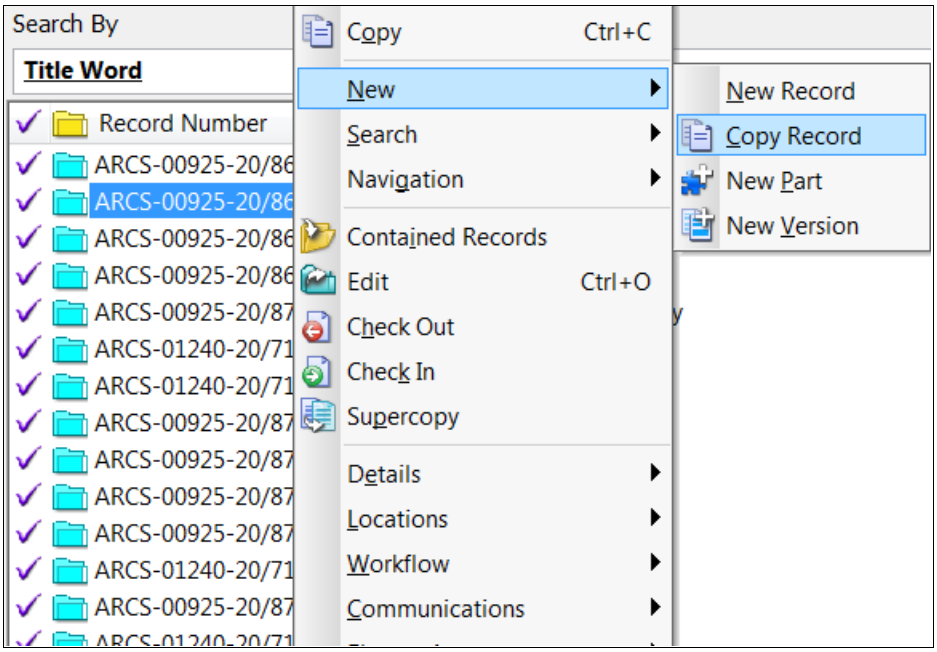
Program Areas Identify Folders for Next Year

Program areas can identify the folders they need recreated for next year by physically check-marking the printed report you created for them. Remember you can always create folders later when the program area identifies a need for them.

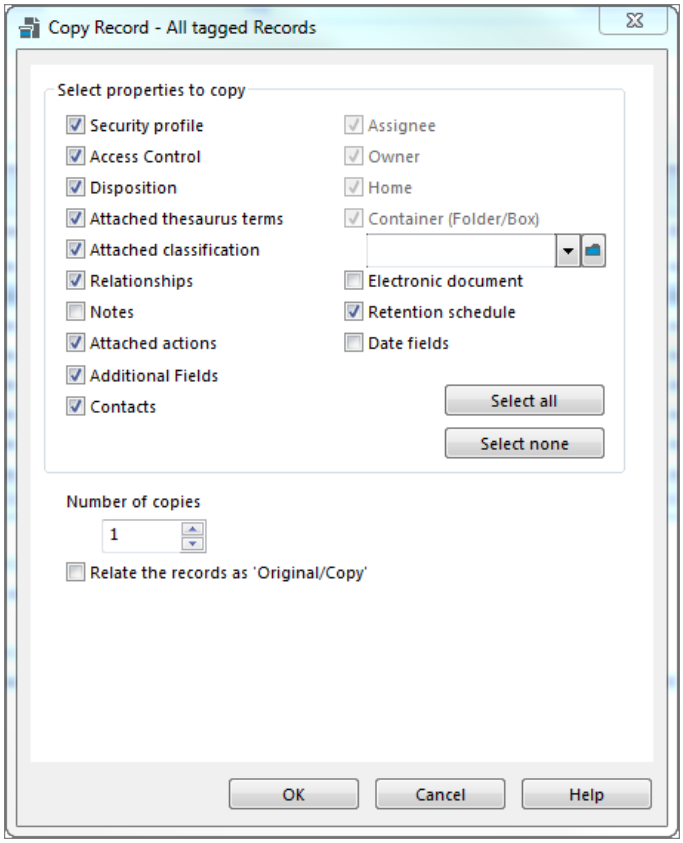
Copy Existing Folders to Create the New Year's Folders

Tag the folders that your units have indicated will be needed in the new CY or FY. Do not tag folders you do not want to rollover.

1. Tag the folders you want to roll over to the next CY or FY.
2. Right click and select New and then Copy Record.



3. On the Copy Record popup:
    a. Make sure Notes is not selected (you generally don't want to copy last year's notes)
    b. Make sure Date fields is not selected.
    c. Click OK.

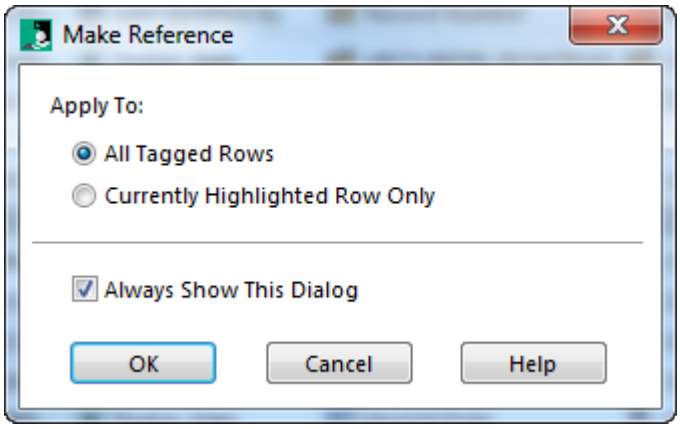


4. On the Copy Records – All tagged Records popup, click Yes to All.
5. Both the originals and copies of folders will be displayed in the List Pane. Select the copied folders:
    a. You can sort the folders by Date Created (Opened) by clicking on the column header. When you do this however, the column moves to another area at the top of the List Pane, so you will need to scroll to it.
    b. You can also search by Creator (you) and Date Created (Opened) (today's date) to generate a list of folders you created today.
6. Right click on the list of folders and click Send To and then Add To User Label.
7. Select the appropriate User Label from the list.
8. Click OK.

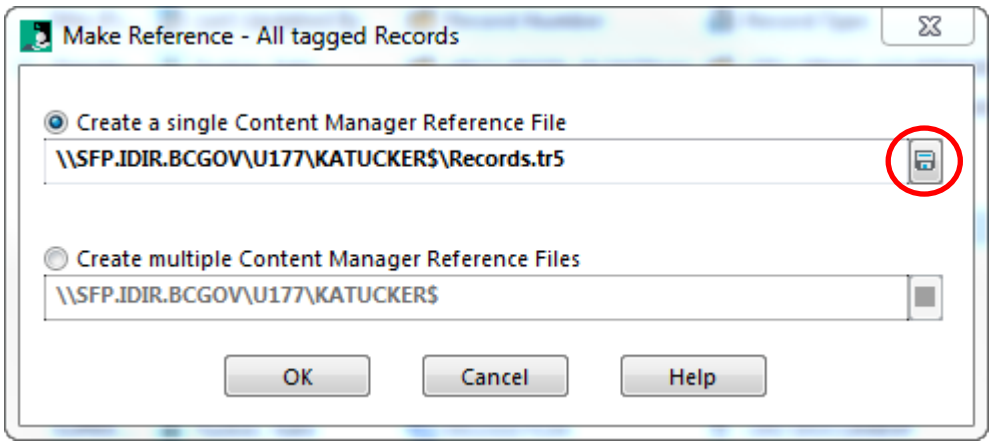
Change New Year's Folders' Open Date to Jan 1 (CY) or Apr 1 (FY)

Send one EDRMS Content Manager reference that contains all the new folders that require a date change to EDRMS Help requesting that they change the open date of the new year's folders to Jan 1 (CY) or Apr 1 (FY).

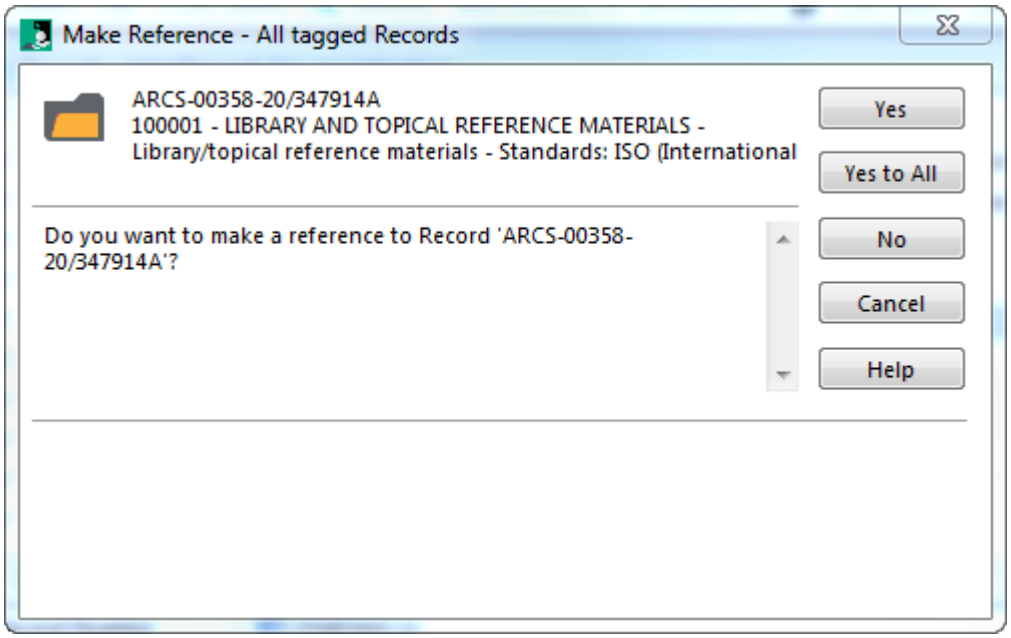
1. Tag all the folders that require a date change.
2. Right click on the tagged folders and select Send To and then Make Reference.
3. On the Make Reference popup, select All Tagged Rows.



4. Click OK.
5. On the the Make Reference - All tagged Records popup, select Create a single Content Manager Reference File. Click the Disk icon to navigate to the location where you want to save the reference file.



6. On the Make Reference – All tagged Records popup, click Yes to All. The reference file will be saved to the location you have specified.



7. Creat an email addressed to EDRMS.HELP@gov.bc.ca
8. The subject of the email should be something like: EDRMS Content Manager Date Change for CY Rollover OR EDRMS Content Manager Date Change for FY Rollover.
9. In the body of the message request that the date be changed to January 1, 20YY (CY) or April 1, 20YY (FY). EDRMS Help will notify you when your request has been completed. Your EDRMS Content Manager Reference and your User Label will be updated with changes.
10. Click Attach File, locate the .tr5 file and click Insert. Send the email.

Create New Filebacks/Folders for P-Folders and Label

You will need to make new folders for the upcoming CY and FY, and create labels for them. Labels can be created for the physical folders/filebacks from either your EDRMS Content Manager Reference or from your User Label.

1. From the EDRMS Content Manager Reference, or from the User Label, right click and select Tag All.

2. Right click and select Send To and then Print Report.
3. On the Report - Record popup, select the appropriate labels from the Available Reports.

- For filebacks we recommend: GOV FOLDER LABEL – ALL DATES or GOV FOLDER LABEL SHEET – CREATED CLOSED.
- For folders being used as a container (holding bin) for filebacks we recommend: GOV FOLDER LABEL – NO DATES.
- For stand-alone folders (with no filebacks inside) we recommend: GOV FOLDER LABEL – ALL DATES or GOV FOLDER LABEL – CREATED CLOSED.
- For users that require a bar code label, we recommend GOV RECORD LABEL INCL BARC 0X28V5.
- EDRMS will no longer provide support for ColorBar, a Barcoding function. If you use it in your business, you will need to get support from the Information Management branch of your ministry.

Notify Staff of New Folders

Notify staff in your program area that the new folders have been created. We suggest sending this email notification a few days before the CY and FY ends.

Also advise that anyone with linked Outlook CY or FY folders will need to relink to the new CY and FY EDRMS Content Manager folders.

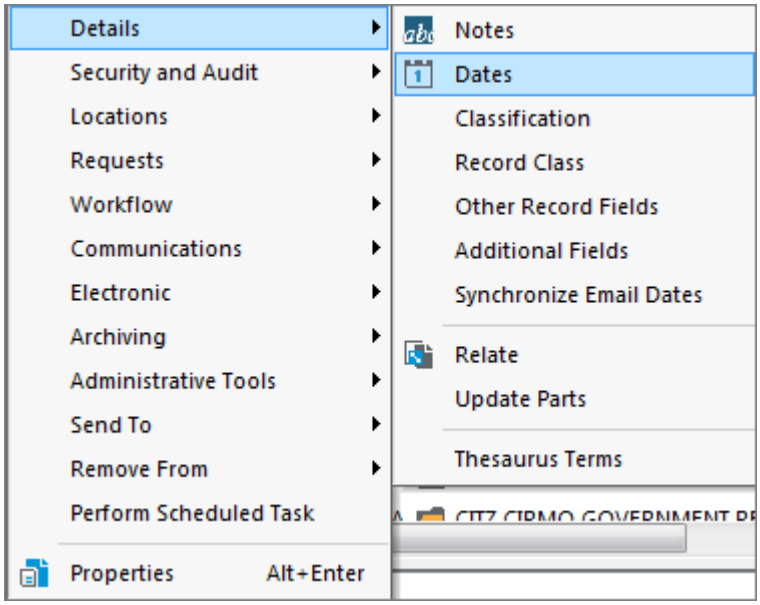
Close Old Calendar/Fiscal Year Folders

- CY: After January 1st, close old folders as at December 31
- FY: After April 1st, close old folders as at March 31

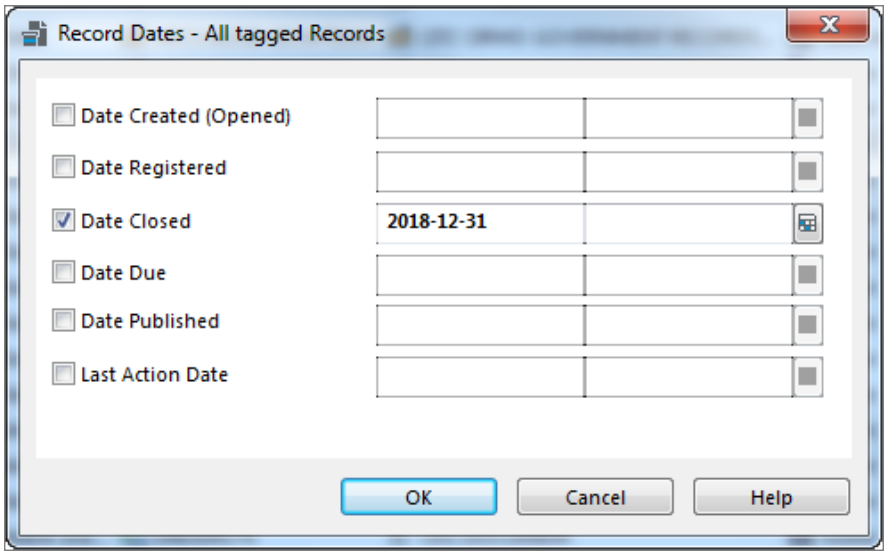
Close the folders in your closing CY/FY rollover User Labels. P-folders can be closed at any point using December 31 (CY) or March 31 (FY) as the folder close date.

For e-folders you will want to do this step after January 1st /April 1st and ensure you have given enough time to allow your team to finish their filing. End users are not able to file to an e-folder once a close date has been added to it. If necessary, send EDRMS Help an email with an EDRMS Content Manager Reference of the folders that need to be re-opened for additional filing. Keep track of these folders and close them at a later date once filing is completed.

1. Right click on the folder list and select Tag All.
2. Right click and select Details and then Dates.



3. On the Record Dates popup, check Date Closed and select December 31, 20YY (CY) or March 31, 20YY (FY). Do not enter a time of day.
4. Click OK.



You are now finished the Rollover process.

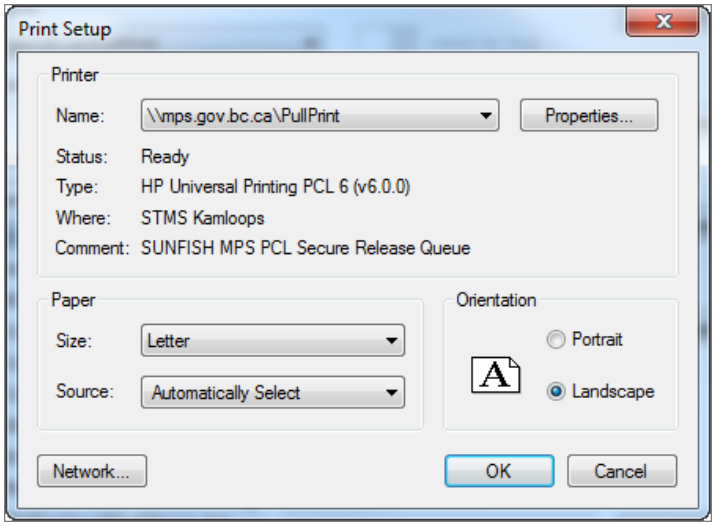
For P-Folders, Clearly Identify Closed Folders

P-folders that will stay in your office for a remaining Active period should have a **Closed File Sheet** added to them.

You can print these sheets from EDRMS Content Manager:

1. Select the p-folder User Labels for the closing CY or FY.
2. Right click and select Tag All.
3. Select Send To and then Print Report.

4. Select GOV Closed File Sheet.
5. Enter an Optional Title for the report.
6. Select single sided printing:
    a. On the Print Setup popup, click Properties.



    b. On the Document Properties popup, select No from the Print on both sides dropdown.

    c. Click OK to return to the Print Setup popup.
    d. Click OK to return to the Print menu.
7. Click Print. We suggest you print these reports on a brightly coloured paper that will stand out.

8. Delete the User Labels when you have finished CY or FY Rollover.

Proceed with Maintaining the Physical Folders.

Close E-Folders Once Staff Have Had Sufficient Time to Complete E-Filing into Previous CY/FY Folders

When e-filing is complete, close the previous years' e-folders CY/FY folders by adding a date closed.This prevents any further filing of documents to the e-folder.Direct your staff to file into the current year CY/FY folders.

Follow the steps in Close Old Calendar/Fiscal Year Folders.