

General Requirements: (For specifications on how to box records, see [RIM 422B Specifications for Boxing Records](#).)

1. When boxing records, create a file-by-file listing in same order as the box. Use standard reports from TRIM or CRMS if your records are managed in one of these systems; if not, or complete the [ARS661 Box Content File List form](#).
2. Place a copy of the list for each box in the corresponding box.
3. Send the complete file list to GRS along with other relevant documentation when you offsite records.
4. Retain a copy for your ARCS 432-20 file in the office recordkeeping system.

File List Field(s)	Specific Requirements
Numbers and Codes	<p>Accession #: required (see RIM 422C Specifications for assigning Records to Accessions).</p> <p>Schedule #: required for scheduled records.</p> <p>Primary / secondary numbers: required for scheduled records.</p> <p>Other file codes: provide if useful for accessing records – especially if they are unscheduled.</p>
Date Range	For each file or batch of files, provide the “open” and “closed” dates.
File Title (and volume number, if there is one)	<p>Secondary title: required for scheduled records.</p> <p>File name: required for all records. Spell out acronyms.</p> <p>For DE records only, you have the option to list a batch of files rather than individual files. List the range for each batch (e.g., numeric range, date range, map sections).</p> <p>Indicate if the records are special media or file formats (e.g., VHS tapes, photographs, large maps).</p>
OPR/non-OPR	Required. Non-OPR files can only be accepted for storage if an SO date is specified for them.
Scheduling Information	Scheduling information: For each file, provide retention period information (i.e., give the active/semi-active/final disposition that appears in the “A/SA/FD” columns in the records schedule). For files with “SO” in the active phase, also provide the final disposition date (first day of the month after the semi-active period expires).

For explanations of terms such as ARCS, schedule, primary, secondary, SO (Superseded or Obsolete), DE (Destruction), special media, and OPR (Office of Primary Responsibility), and an explanation of the “A/SA/FD” columns in a records schedule, see the online [Key to ARCS/ORCS Codes](#) and the [RIM Glossary](#).