

*Records must be accessioned before they can be sent to offsite storage and/or transferred to the government archives.*

<b>Type of Accession</b>	<b>Description</b>	<b>Types of records</b>	<b>Issues</b> <i>for further guidance, contact your <a href="#">Records Officer</a></i>	<b>Procedure</b> <i>For forms and instructions, see <a href="#">Records Transfer and Storage</a> page</i>
<b>One-time accession number</b>  (e.g., 96-0004)	Use for a single transfer of records.	Any records ready to go offsite, whether covered by an approved schedule or not.	Don't mix scheduled and unscheduled records in the same accession.  Whenever possible, avoid mixing SR and DE records in one accession (to speed up processing of DE records).  If there is already an OAN for the records covered by the accession, use that instead.	<ol style="list-style-type: none"> <li>1. Box records in accordance with RIM 422A <i>Specifications for Boxing Records</i>.</li> <li>2. Create a file list in accordance with RIM 422B <i>Specifications for File Lists</i>.</li> <li>3. Complete an ARS653 <i>Records Off-site Transfer/Destruction Request</i> form and click on "submit".</li> <li>4. File your copies of the ARS653 form and the file list, as well as any other relevant documentation, under ARCS 432-20.</li> <li>5. If not using TRIM or CRMS, create an accession tracking document. <i>Best practice</i>: maintain a master file list of all office files, with accession information for those offsite.</li> </ol>
<b>Ongoing accession number (OAN)</b>	Use for multiple transfers of related records over time.	Records series that meet the qualifications for an OAN (e.g., high volume, frequent transfers).	Contact your Records Officer to apply for an OAN.  Track first and last box numbers for each transfer, to avoid duplication.  Once the OAN is in place, use it consistently.	
<b>Multi-transfer accession</b>	Use for special projects with an end date.	Records of an office or function that is being shut down or moved.	Contact your Records Officer to apply for a multi-transfer accession number.	

#### What is an Accession?

"A body of records registered as a unit for the purposes of physical and administrative control (i.e., physical identification and control of transfer, storage, retrieval, and disposition). Accessions typically cover records maintained in a records storage facility contracted by government. Upon expiry of the active and semi-active retention periods, records in the accession are either destroyed, or if scheduled for selective or full retention, transferred to the custody of the government archives." – *RIM Glossary*

#### What types of records series are good candidates for OANs?

The purpose of an OAN is to reduce the administrative burden for managing accessions over time. Record series that will be regularly transferred offsite, especially those that are high-volume with frequent transfers, and/or are likely to be referred to periodically, are good candidates. OANs do not work very well for records with mixed retentions and dispositions or infrequent transfers. GRS experts can assess the viability of a proposed OAN candidate. OANs that are not used consistently or become dormant may be cancelled.