

## Archiving Process for EIS

- At the end of one year from closure date, remove files from drawers and place into archiving boxes. Label boxes with the closure month/year using a sticky note, securing with an extra piece of tape. Do not place tape over the black writing printed on the box, and do not write on the box at this time.
- Each client's paperwork should be placed into labeled manila folders listing the person's name and case number on the tab. If needed, remove the paperwork from the six-part or two-part folders.
- After all files for that closure month are placed in folders, assign a number to each box, placing the number on the outside of the box. The control clerk will be responsible for numbering each box in sequence. Each box is also given a bar code, which should be matched to the numbered box and documented on a log sheet. Each box should have the letters of files contained within the box written on the outside (for example AA-AT). Files must face forward in the box with the "Customer Box #" label facing out.
- Each box must be archived on EIS. Navigate to the FUSC screen and choose option #4 (Archive Cases). Put in box number at top of the page. The fields across the page will allow for the case number and the first four characters of the last name.
- Using the Master Box Archiving /Volumizing spreadsheet (found in each region's Control Clerk folder of their H Drive/Shared drive) fill out the form beginning with Box Number at the top. Then fill in each field across the page, using case number and the first four letters of each last name. When the spreadsheet is complete, *copy only the Case Number and Last Name from the spreadsheet.* (At one time, the EIS screen can take 14 case numbers and names down each column, and 5 rows across.) *Paste this info onto the EIS Archive screen.*
- Push enter. Any names that show up *red* need to be researched. The names will turn red if the case number is closed, but the client has other open cases in EIS. If the file that is in the archive box is older than one year but the person has other open cases, we will volume the file in front of us. Remove the file from the box and *delete their name from the EIS Archive screen and the archive spreadsheet.* The file will be made a Volume file instead.
- All volume files should also be documented on a separate Volume spreadsheet. Complete one Volume spreadsheet for each box of volume files. Again, each volume box will have been given a number and bar code by the Control Clerk. Be sure to use this number at the top of the spreadsheet. Print two copies of the spreadsheet, one to be put in the box itself, one for the Control Clerk and then save a copy to the region's shared Control Clerk file (Archive 201, for example) with title of "Volume Files, Date, Box Number."
- When the research is done, push enter again. The information will be submitted to the archives. It is okay to have blank spaces on the archive screen from cases that were deleted. The submitted information will no longer be available for us to access on EIS.
- Print two copies of the spreadsheet for that particular box number and all the files contained within. One copy goes in the box itself and give the other one to the Control Clerk.
- When all boxes are archived and/or volumized, complete the Records Transfer List, which is addressed in the next section. When finished, submit RTL to Danny Templeton. He will, in turn, submit any RTLs to Juneau for final approval. Once approved, the State Archives/Records office will send approval and they contact Alaska Archives for a pick-up date of the boxes.

## Records Transfer List (RTL)/Working List Spreadsheet Instruction:

### Records Transfer List:

#### COMPLETING THE TOP SECTION OF THE RTL:

- **RTL No.** leave blank **For RIMS Use Only** (*agencies please leave blank*)
- **No. of Boxes/Reels:** number of boxes you are archiving
- **Page X of X:** how many pages of the RTL you have e.g.: 1 of 4
- **DATE:** date you submit your RTL to the DPA Records Officer
- **DEPARTMENT:** Health & Social Services
- **DEPT. NO.:** 06
- **DIVISION:** Public Assistance
- **AGENCY NAME:** your Field Service Office e.g.: Northern District Office  
**AGENCY ID NO.:** 197 (If unsure, please refer to your agency's Records Retention Disposition Schedule (RRDS): <http://archives.alaska.gov/rims/> . Please list the Agency ID No. on each addition page(s) of the RTL.
- **LOCATION OF RECORDS (STREET ADDRESS):** your field service office's street address
- **MAILING ADDRESS:** your field service office's mailing address
- **RECORDS OFFICER:** please leave blank (the DPA Records Officer will complete)
- **CONTACT PERSON:** the employee's name who is completing the RTL
- **CONTACT PERSON EMAIL:** the employee's email who is completing the RTL
- **CONTACT PERSON PHONE NO.:** the direct phone number of the employee completing the RTL

#### COMPLETING THE SECOND SECTION OF THE RTL:

- **RRDS NO.:** Typically the RRDS No. is 06-197.1 (If unsure, please refer to your Agency's Records Retention Disposition Schedule: <http://archives.alaska.gov/rims/>)
- **ITEM NO.:** Typically the Item No. is 1 (If unsure, please refer to your Agency's Records Retention Disposition Schedule: <http://archives.alaska.gov/rims/>)
- **RECORDS SERIES TITLE:** First Row – typically will be (**ELIGIBILITY CASE FILES**) but if unsure, please refer to your Agency's Records Retention Disposition Schedule:
- <https://archives.alaska.gov/rims/> Scroll down to **FORMS** and click on **Records Transfer List (document)** (example on the RTL)

	12. RRDS NO.	13. ITEM NO.	14. RECORDS SERIES TITLE <i>(enter a short/brief description of the records contained in each box)</i>	15. INCLUSIVE DATES		16. DISPOSITION DATE <i>mm/dd/yyyy</i>	17. AGENCY BOX/ REEL NO.	18. RECORDS CENTER BARCODE NO.
				FROM <i>mm/dd/yyyy</i>	THRU <i>mm/dd/yyyy</i>			
1	06-197.1	001	Eligibility Case Files (Work Services) <i>Action, Super – Smog, Little</i>	09/30/2013	12/31/2016	12/31/2021	1	123123

- Be specific on the type of **Eligibility Case Files** e.g.: (**Work Services**), (**Volumes**), (**Nine Star**) etc. in row 14
- **INCLUSIVE DATES:** You will need to list all the files and closed dates for each box onto your Internal Working list before you can list the **INCLUSIVE DATES** on the RTL. The **FROM** date will be the oldest closed file in the box. The **THRU** date will be the file with the most current closed date e.g.: the oldest closed file in Box 1 is **09/30/2013** which will be the **FROM** date on the RTL and the file with the most current closed date in Box 1 is **12/31/2016** which will be the **THRU** date on the RTL.

Closed Date: mm/dd/yyyy - mm/dd/yyyy (oldest to newest)			
Destroy Date: mm/dd/yyyy			
Box # 1			
Barcode #			
Case No.	Last Name: (List only the first 4 characters of the last name)	First Name	Date Closed
05846767	o'he		04/30/16
			04/30/16
			04/30/16
			04/30/16
			04/30/16
			04/30/16
			04/01/16
			04/30/16
			04/30/15
			04/30/16
			04/30/16
			07/24/14
			04/30/16
			03/31/16
			02/16/16
			12/17/14
			02/01/16
			01/26/16
			04/12/16
			04/21/16
			04/05/16
			04/30/16
			04/21/16
			04/30/16
			04/30/16
			04/30/17
			04/30/16
			04/27/16
			04/15/16
			04/30/16

- The dates listed on the RTL, must be formatted as MM/DD/YYYY

15. INCLUSIVE DATES	
FROM	THRU
<i>mm/dd/yyyy</i>	<i>mm/dd/yyyy</i>
09/30/2013	12/31/2016

- DISPOSITION DATE:** (Format date as mm/dd/yyyy): this date will reflect five years from the most current **THRU** date in your box e.g.: **12/31/2016**; disposition date will be **12/31/2021**. The **mm/dd** will match the same as the **THRU mm/dd**. It's the year that changes to reflect five years

15. INCLUSIVE DATES		16. DISPOSITION DATE
FROM	THRU	<i>mm/dd/yyyy</i>
<i>mm/dd/yyyy</i>	<i>mm/dd/yyyy</i>	
09/30/2013	12/31/2016	12/31/2021

- **AGENCY BOX/REEL NO.:** On each new RTL, always start listing 1 as your box number. e.g.: 1 etc.
- **RECORDS CENTER BARCODE NO.:** Each box will have its own Barcode. List all barcodes and box numbers in consecutive order on the RTL.

	12. RRDS NO.	13. ITEM NO.	14. RECORDS SERIES TITLE <i>(enter a short/brief description of the records contained in each box)</i>	15. INCLUSIVE DATES		16. DISPOSITION DATE <i>mm/dd/yyyy</i>	17. AGENCY BOX/ REEL NO.	18. RECORDS CENTER BARCODE NO.
				FROM <i>mm/dd/yyyy</i>	THRU <i>mm/dd/yyyy</i>			
1	06-197.1	001	<b>Eligibility Case Files (Work Services)</b> Action, Super – Smog, Little	09/30/2013	12/31/2016	12/31/2021	1	123123
2	06-197.1	001	Day, Rainy - Lightning, Grease	07/15/2014	02/25/2015	02/25/2020	2	123124
3	06-197.1	001	Dryer, Sheets – Winter, Freezing	04/02/2015	11/12/2017	11/12/2022	3	123125

- Request standard records storage boxes and barcode stickers from the Records Center by email or phone.
- Anchorage: Alaska Archives – 907-563-7014; [bprim@acsalaska.net](mailto:bprim@acsalaska.net)
- Juneau: AAA Archives – 907-780-3672; [benc@aaa-moving.com](mailto:benc@aaa-moving.com)

**NOTE:** On each page of the RTL, ensure to input page X of X e.g.: 1 of 4, 2 of 4

**INTERNAL WORKING LIST SPREADSHEET SETUP:**

- Start by opening a new Excel spreadsheet. From the example below you can see how to complete the Internal Working List spreadsheet.
- Rename each Worksheet to reflect the Box No. which will go onto the RTL. **Only use the renaming convention as Box 1, Box 2, etc.**

Closed Date: 07/24/2014 - 04/30/2017 (oldest to newest)  
 Destroy Date: 04/30/2022  
 Box # 1  
 Barcode #

Case No.	Last Name: (List only the first 4 characters of the last name)	First Name	Date Closed
05846767	o'he		04/30/16
			04/30/16
			04/30/16
			04/30/16
			04/30/16
			04/30/16
			04/01/16
			04/30/16
			04/30/15
			04/30/16
			04/30/16
			07/24/14
			04/30/16
			03/31/16
			02/16/16
			12/17/14
			02/01/16
			01/26/16
			04/12/16
			04/21/16
			04/05/16
			04/30/16
			04/21/16
			04/30/16
			04/30/16
			04/30/16
			04/30/17
			04/30/16
			04/27/16
			04/15/16
			04/30/16

Box 1 | Box 2 | Box 3 | Box 4

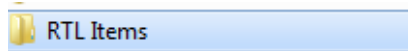
- **Inclusive Date:** The FROM and THRU date which will go on the RTL (oldest to the most current)
- **Destroy Date:** reflective to most current – to match day and month. This is the Disposition Date that will go on the RTL
- **Box Number:** e.g.: Box 1 etc. **Please list consecutively on the RTL**
- **Barcode:** **Please list consecutively on the RTL**
- **Record Storage Type:** Closed Case File etc.
- **Type of file:** what type of files are being sent to archives: (Volumed), (Closed), (Nine Star), or (Work Services)
- **Column A:** Name of File (LAST NAME, FIRST NAME)
- **Column B:** Case Number – either EIS or ARIES (Please list only one case number)
- **Column C:** Date Closed
- **Column D:** Notes if any
- Rename the tabs at the bottom of each Worksheet: Rename to **Box 1, Box 2, Box 3** etc. This is the Box No. that will go on your RTL.

**NOTE:** Please do not make any format changes to the RTL or the Internal Working List spreadsheets. Prior to emailing your RTL's and Internal Working List to Danny Templeton [danny.templeton@alaska.gov](mailto:danny.templeton@alaska.gov), please review your documents to ensure they are correct and accurate.

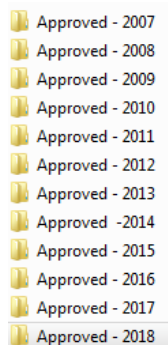
**Naming Convention:** At times, a file may be requested by Fraud, a supervisor, or the Director's office. Anyone should be able to search for a client's name that is listed on the Internal Working List, if a file is requested, so it's important to be consistent with your naming convention.

The DPA Records Officer has a folder, on the H: drive for his unit, for each year that contains the RTLs within the year. **Do not** save any files on your desktop or the C: drive.

Please ensure to have a **folder named RTL Items on the Shared Drive for your office. It's important to have the files all in one location.**



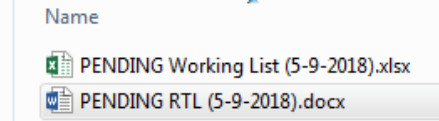
Within the **RTL Items** folder, create a sub-folder for the current year.



Create a sub folder for the specific RTL and Internal Working List and give them the **naming convention: RTL PENDING (m-d-yyyy)** the date to use is the date you put on your RTL, which is the date you are sending to the Records Officer.



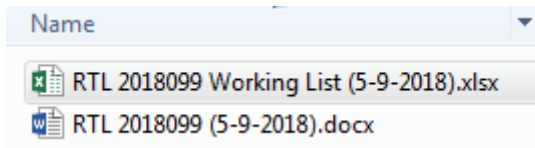
Within the RTL PENDING (5-9-2018) Folder, save your RTL and Internal Working List with the following naming convention:



Submit both the Word version of the RTL and the Excel Internal Working list to the DPA Records Officer, [Danny.Templeton@alaska.gov](mailto:Danny.Templeton@alaska.gov).

The DPA Records Officer will review and approve the documents. The Records Officer will send the RTL back to the employee if any corrections need to be made. After the Records Officer signs off on the RTL, he will forward both documents to the Records Information Management Services (RIMS) office in Juneau for their final approval.

Once the Records Officer receives the final approved RTL from RIMS, he will rename the documents with the following naming convention, and forward the documents to the employee listed on the RTL.



Please ensure the renamed documents are saved on the H: drive for your region. As stated before, it's very important that anyone who needs to locate a file, can search and find the file name from the Internal Working List. In order for the Records Center to locate a specific requested file, the Records Center will need the Bar Code and Box Number, so this is way record keeping and naming convention is very important.