Records Management System

New Records Management System replaces:
• SFN 2042 Record Series Description
• SFN 2043 Records Retention Schedule Approval
• SFN 7694 Certification of Records Disposal
• Records Disposal Report
• Records Retention Schedule with Descriptions
Log In

https://apps.nd.gov/itd/recmgmt/rm/user/login
• Use NDGov account credentials
Information on record series is available from two areas:
Or the Record Series option at the top of the Home Screen
• Department field - either start typing the name or scroll through the drop-down list

• Narrow search results through options at the bottom:

  Media Type: □ Paper □ Electronic □ Other

  Additional Filters: □ Include Inactive Records □ Include ND General Records □ Include Disposed Records

• Record series are not deleted - Inactive can be included in the search results

• Include records from the ND General Records Retention Schedule

• Records that have been disposed as part of the annual records disposal process are included by default
Ability to export data to Excel
• From the Record Series Details screen, a Record Series History is available on the right
• Clicking on the Prior 2015 Historic line displays the PDF of the Record Series Descriptions maintained prior to implementation
Retention Schedules on the Web

-Agency specific Records Retention Schedule with Descriptions are no longer available on ITD’s website in the same view


- Search screen available similar to RMS
Work Management System

• Submit requests for work from ITD
  • [https://apps.nd.gov/itd/workorder/login.htm](https://apps.nd.gov/itd/workorder/login.htm)
  • Opens to My Work Queue screen
Work Management System

- Involves two steps:
  - Work Order
  - Service Request
- Add Work Order under Main Menu
- One Work Order can be set up for each year
  - Short Description: 20XX Records
  - Need By Date: 12/31/20XX
- Charge Code – check with your Accounting area
Add Record Series

- Select appropriate Work Order
- Click Service Request button
- Click Add Service Request button
- Select Record Series under Records Management section
- Fill in information on Request Information screen
  - If submitting request for another employee, put their name under Alternate Name
  - Required Date is populated about 1 month out
  - Select Add under Action field
  - Change Short Description to specific request information
  - Click Continue
Add Record Series Screen

• Fill in the fields on the Record Series request
• Required Fields:
  • Division (3-digit number assigned by ITD)
  • Record Series Title
  • Description
  • Confidential/Exempt
  • Original Record Series
  • Essential Record
  • Send Copies to State Library
  • Media Type
  • Administrative Value

• Select Finish Later if you need to come back to the request
• Click Submit when all information entered
• Information Analyst reviews and exports the request to RMS
Record Series Additions

- Information Analyst will review and initiate routing through the Records Management Task Force.
- State Auditor, Attorney General, and State Archivist review the request and add appropriate value.
- Coordinator will receive email notification to approve.
- Request will display in Record Series Request section of Home screen in RMS.
- Once approved, the Information Analyst will finalize the update to the retention schedule.
Update Record Series

- Requested through ITD’s Work Management System (WMS) [https://apps.nd.gov/itd/workorder/login.htm](https://apps.nd.gov/itd/workorder/login.htm)
- Fill in the fields on the Record Series request
  - Division is a 3-digit number assigned by ITD
- Summarize change(s) in the Comments/Special Instructions field
- Click Submit
- Process will follow the same routing as additions
- Able to change a Record Control Number and Division rather than creating a Delete and Add
Delete Record Series

• Requested through ITD’s Work Management System (WMS) https://apps.nd.gov/itd/workorder/login.htm
• Fill in the fields on the Record Series request
  • Division is a 3-digit number assigned by ITD
• Describe reason for deleting the record series in the Comments/Special Instructions field
• Click Submit
• Information Analyst will review and initiate routing to Records Manager for approval
• Once approved, the record series is made inactive
Records Disposal

- Records coordinator will receive email when disposal process initiated
- Click Department from top menu
- List of divisions is displayed
- Select link under the Records Disposal column for the appropriate division

<table>
<thead>
<tr>
<th>Department</th>
<th>Division</th>
<th>Record Series</th>
<th>State Forms</th>
<th>Disposal</th>
<th>Disposal Month</th>
<th>Forms Inventory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology Dept</td>
<td>Records Management</td>
<td>21</td>
<td>13</td>
<td>August</td>
<td>In-Process</td>
<td>Incomplete</td>
</tr>
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</tr>
</tbody>
</table>
Report Records Disposal

- Select the appropriate record you want to certify as disposed
- ‘Records Disposal’ area will display at the bottom of the Record Series screen
- The year and method for disposal are listed under the ‘Disposal Information’ area.

**Report Disposal**

- **Paper:** Inches Disposed
- **Electronic:** MB Disposed

**Disposal Information**

<table>
<thead>
<tr>
<th>Disposal Date</th>
<th>Paper</th>
<th>Electronic</th>
<th>Disposed By</th>
<th>To Dispose</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Disposed Yet</td>
<td></td>
<td></td>
<td></td>
<td>2014</td>
<td>LANDFILL</td>
</tr>
</tbody>
</table>
• Enter the volume disposed for the record series for appropriate media
  • Can enter Paper and Electronic
• Click ‘Report and Finalize Disposal - Go to Next’ if you’re done disposing of the record series for the year
• Click ‘Report Disposal - Go to Next’ if you plan to dispose of additional records in this series for the year
• Continue through records until all records disposals have been documented
• Records from the General Records Retention Schedule will be integrated with your department/division specific records
District/Regional offices who all have to certify the same record series will record their disposal differently

- District/Regional coordinators will click ‘Report Disposal – Go to Next’
- Overall coordinator will click ‘Report and Finalize Disposal – Go to Next’ when all district or regional offices have completed their disposal
Records Disposal - State Archives

- No longer have the Certification of Record Disposal to send with records transferred to the State Archives
- Still need to contact the State Archives to transfer records with Historical value
Contact Information

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  https://www.nd.gov/itd/onlineincident/createincident.aspx
THANK YOU

Visit us at www.ND.gov/ITD