

RIMS USER INFORMATION



INTRODUCTIONS

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INTRODUCTIONS

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HOW OFTEN DO YOU USE RIMS?

- Once a week? More?
- Once a month?
- Once a year?
- Not so far...



PACKING YOUR BOXES

leave enough room for your fist



Please do not overpack your boxes. Overstuffed boxes are difficult to handle and they can rupture, thus dumping contents.

WHAT TO PUT IN AND LEAVE OUT

- Take papers out of notebooks
- No hanging folders. They cut our hands!
- Don't include software manuals, other reference materials
- Only one retention schedule per box! (ex: EMP-PER-14)



MORE OF WHAT TO PUT IN AND LEAVE OUT

- Please no heavy binder clips, spiral binding, or plastic sheet protectors
- Files can be separated with colored paper or anything else that can be shredded or recycled
- Please include a list of box contents

THOSE PESKY LABELS

Instructions further on in this presentation and in the online RIMS manual

(<http://wyoarchives.state.wy.us/index.php/records-and-information-management-rims-system>)

What to watch out for:

- Is your popup blocker on? Make sure it is turned off, otherwise you will not be able to see the label print preview.
- Do not use labels that print badly.

GOOD EXAMPLES OF BAD LABELS

Double label

* Can't tell which box is in RIMS



If the old barcode has not been crossed out, please do so. If the wrong label is scanned into RIMS your box could be lost on a shelf for a very long time.

DO NOT place the label towards the edges of the box. Please center it under a hand hold. Place new labels over any old labels or tear the old ones off the box first.

GOOD EXAMPLES OF BAD LABELS

Fuzzy label

* Can't scan the barcode

Don't use ink jet printers to print labels - laser jet only. Ink jet ink bleeds and causes bars to smear/run together thus causing them to be unscannable.



GOOD EXAMPLES OF BAD LABELS

**printed in "portrait" view
- missing info**

State Archives		STATE RECORDS CENTER	
Organization: Family Services, Dept - Economic Assistance - Low Income Energy Assistance Program -			
Record Names/Record Series (Incl. Alpha or Numeric)	Dates Covered By Records From	Through	
PHS-FAS- 02	Archuleta, Connie - Aylesworth, 10/1/2014	9/30/2015	
Dept Box No. 4	0000349753		
			

Please print
the labels in
the correct
orientation.
Not doing so
cuts off
information.

We shelve
boxes two-
deep, so we
need to be
able to read
the label on a
box in the
back of the
shelf!



AND ONE MORE...

Make sure that your
printer is set to
"actual size." Using
any other print
settings can cause the
bars of the barcode to
be spaced incorrectly
and could cause scan
errors. This could
result in a misplaced
box.

**barcode is incomplete -
can't be scanned**

State Archives		STATE RECORDS CENTER	
Organization: Health, Dept of - Public Health Division - Public Health Sciences - Laboratory			
Record Names/Record Series (Incl. Alpha or Numeric)	Dates Covered By Records From	Through	
PHS-LAB- 04	Alcohol Data P024161 - 29976	9/15/2015 11/5/2015	
Dept Box No. 5A15	0000376637		
			

HEY, IT'S A GOOD ONE!

State Archives **STATE RECORDS CENTER**

Organization: Health, Dept of - Public Health
Division - Public Health
Sciences - Laboratory

Record Names/Record Series (Incl. Alpha or Numeric)	Dates Covered By Records From Through	
RS Code Alcohol Data PHS-LAB- P024161 - 29976 04	9/15/2015	11/5/2015
Dept Box No. 5A15	0000376637	



BOXING LESSONS: REMEMBER TO PUNCH IN
THE HANDHOLDS:



(otherwise we have no way to lift heavy boxes!)

BOXES

Offices within Cheyenne will usually receive used boxes. Make sure the old labels are thoroughly crossed out - especially the barcode. Make sure the tabs on the handholds are pushed in so handholds are unobstructed.

Offices outside of Cheyenne will receive flat boxes. Explicit instruction are located on the bottom of the box. Make sure the sides and bottom end up with two layers each and make sure the tabs are pushed in and not impeding the handholds.

HERE ARE THE BASICS

- [Logging in](#)
- Viewing what you have in the Records Center
- Creating a new box in RIMS
- Requesting Pickup or delivery of a box of records to the Records Center
- Our [website](#) - for more information

LOGGING IN

Assuming your records analyst has set up a profile for you please login at <https://rims.state.wy.us/>

The home screen, open to the boxes tab, will look like this:

If you have trouble logging in please contact your records analyst.

VIEWING WHAT YOU HAVE

Type the name of your agency in the Department search box and hit the green search button or enter. You do not have to type out the entire name but you do have to spell what you enter correctly.

For example, if you work for DEQ and put “env” in the search box it should bring up all the boxes you have permission to see.

In the following example putting “parks” in the department and “admin” in the division brought up all boxes for the administrative services division of State Parks and Cultural Resources

The number of boxes in RIMS related to that search (n=173), can be seen next to the printer icon.

The screenshot shows the infolinx WEB 3.3 interface. The search criteria are Department: parks, Division: admin. The search results table shows 173 boxes found. A red arrow points to the 'Data Manipulation' tab in the top navigation bar.

Department	Division	Section	Subsection	RS Code	Retention Period	Retention Schedule Title	Box Number	Contents
Parks/Cult Resources	Admin Services			FIN-ACC-11	10	Reports - Annual	2012-4	GAV/PRC K TO O
Parks/Cult Resources	Admin Services			FIN-ACC-11	10	Reports - Annual	2012-5	GAV/PRC P TO RDS
Parks/Cult Resources	Admin Services			FIN-ACC-11	10	Reports - Annual	2012-6	GAV/PRC RTP TO T

The current location of the boxes can be seen towards the right hand side of the screen. A shelf icon and number denotes those at the records center and a the outline of a person and name shows the location of those outside of the SRC.

Current Location		Rel	Box
	0000011838		
	- 7647 - 7647		
11	0000011906		
	- 7548 - 7548		
12	0000011807		
	Carmen		
13	Clayton SPCR- Barrett-Room 172 2301 Central Ave		
	- 7407 - 7407		
14	0000011666		
	B-042 - B-		
18	042 -		
	0000006657		
	B-042 - B-		
19	042 -		
	0000006657		
	B-042 - B-		
20	042 -		
	0000006657		

CREATING A BOX

Make sure you are in the boxes tab. Click the “Data Manipulation” dropdown, then click “Create”. This will bring up a data entry page similar to the following

Create a new Box

Box Number:

Date From:

Date Thru:

Organization:

Department: Division: Section: Subsection:

Search Name:

Current Search: Find all Organization where Department Contains:

Page 1 of 2 | Jump to Page:

Resource	Division	Section	Subsection
<input type="checkbox"/> Parish/Cut Resources	Cultural Resource	Admin	
<input type="checkbox"/> Parish/Cut Resources	Cultural Resource	Archaeology Mgt	
<input type="checkbox"/> Parish/Cut Resources	Cultural Resource	Arch Resources	
<input type="checkbox"/> Parish/Cut Resources	Cultural Resource	ResourceMgt Sys	
<input type="checkbox"/> Parish/Cut Resources	Cultural Resource	Public Information Office	
<input type="checkbox"/> Parish/Cut Resources	Cultural Resource	SRCS	
<input type="checkbox"/> Parish/Cut Resources	Cultural Resource	State Archaeology Office	
<input type="checkbox"/> Parish/Cut Resources	SR Public Hist Sites	Admin	
<input type="checkbox"/> Parish/Cut Resources	SR Public Hist Sites	Field Support	
<input type="checkbox"/> Parish/Cut Resources	SR Public Hist Sites	Planning and Development	

Rollup Plan:

Contents:

*Retention Schedule:

Search Name:

Current Search: Find all Retention Schedule where RS Code Contains:

Page 1 of 2 | Jump to Page:

RS Code	Retention Schedule Title	Schedule Status	Retention Period	Event Trigger
<input type="checkbox"/> ADM-QMT-22	Reports - General	30 - Approved	5	CR

Cut-off Date:

Destruction Date:

Within SRC:

Tips for filling out the fields on this form follow:

CREATING A BOX - FILLING OUT THE DATA ENTRY FORM

Box Number: This is the number your office uses to keep track of what you create. For example - 2019-1, 2019-2 etc. The RIMS system generates a unique box barcode number separate from your box number.

Dates from and thru: Dates can be entered manually or by selecting the calendar tab. **After entry press the tab key.** This should automatically populate the cut-off date (towards the bottom of the page). If it does not, be sure to fill it out.

Box Number:

Date From:

Date Thru:

CREATING A BOX - FILLING OUT THE DATA ENTRY FORM

Organization: There should be a list, of one or more lines, that show your department, division, sections etc. If it does not you will have to search the department, just like you do when you initially look for your boxes. Choose the appropriate line by clicking on the little circle to the left of the department. It should populate that information in the space next to “Organization:”

Organization: Parks/Cult Resources - Cultural Resource - State Archaeology Office

Department: Division: Section: Subsection:

Search Here:

Current Search: Find all Organization where Department Contains parks

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Organization	Department	Division	Section	Subsection
<input type="radio"/> Parks/Cult Resources	Cultural Resource	Cultural Resource	Advisory	Recommendation
<input type="radio"/> Parks/Cult Resources	Cultural Resource	Cultural Resource	Archives/Mgmt	
<input type="radio"/> Parks/Cult Resources	Cultural Resource	Cultural Resource	Arts Resources	
<input type="radio"/> Parks/Cult Resources	Cultural Resource	Cultural Resource	Historical/Arch. Res.	
<input type="radio"/> Parks/Cult Resources	Cultural Resource	Cultural Resource	Public Information Office	
<input type="radio"/> Parks/Cult Resources	Cultural Resource	Cultural Resource	SRPD	
<input type="radio"/> Parks/Cult Resources	Cultural Resource	Cultural Resource	State Archaeology Office	
<input type="radio"/> Parks/Cult Resources	St. Paul-Hill Sites	Admon.		
<input type="radio"/> Parks/Cult Resources	St. Paul-Hill Sites	Field Support		
<input type="radio"/> Parks/Cult Resources	St. Paul-Hill Sites	Planning and Development		

CREATING A BOX - FILLING OUT THE DATA ENTRY FORM

Contents: Fill out the contents field with as much information as you, or the archives staff, would need to quickly locate anything in the box. It is helpful to have a separate spreadsheet with box information that you can copy and paste into the contents field. The contents field allows up to 2400 characters.

Retention schedule: Put the RS (retention schedule) code in the search box and click on the little **orange** search button. An example, FIN-ACC-09 is the code for accounts payable. It should populate the name of the schedule in the field next to “*Retention Schedule:”

Contents: This is an example of box contents

*Retention Schedule:

Retention Schedule: ADM-GMT-22 Reports - General-SCB

Search Here:

Current Search: Find all Retention Schedule where RS Code Contains ADM-GMT-22

Page 1 of 1 | Jump to Page: Go

Retention Schedule Title	Schedule Status	Retention Period	Event Trigger
ADM-GMT-22 Reports - General	30 - Approved	5	OK

CREATING A BOX - FILLING OUT THE DATA ENTRY FORM

Cut-off Date: Make sure this field is filled in. The cut-off date is the date thru. This date is used by the system to assign the destruction date.

The screenshot shows a data entry form with the following fields:

- RS Code:** A dropdown menu with the selected value "ADM-GMT-22".
- Cut-off Date:** A text input field containing "1/31/16" with a calendar icon to its right.
- Destruction Date:** An empty text input field.
- Within SRC:** A checkbox that is currently unchecked.

CREATING A BOX - FILLING OUT THE DATA ENTRY FORM

Once everything is filled out you have three choices:

“Save and New” will create the box (assign a barcode) and open a new data entry form with most of the previous information filled in. This is useful if you are creating multiple boxes with the same retention schedule.

“Save and View” - DO NOT USE THIS BUTTON - A quirk in the software creates a duplicate box when this button is used. If you do create a duplicate contact your records analyst and they can delete it.

“Save and Close” will create the box (assign a barcode #) and close the data entry form.

PRINTING LABELS

Before you print labels **make sure your popup blocker is turned OFF and your printer setting is on “actual size.”**

Select your boxes (at the left side of the row.) Go to the “Labels” tab on the gray toolbar or click on the “Activity” drop down menu and select “Labels.”

Make sure the “New 5168 Box Label” design is selected.

There are four labels per page. The starting position, as illustrated below, can be set to any of them thus allowing the use of partial pages:

1	3
2	4

Clicking the print button will bring up the popup of the labels. Click on the printer icon in the upper right corner to finish the print job.

REQUESTING PICKUP

To request pickup of boxes, select everything you want transferred then click on the “Activity” dropdown and select “Request Pickup”.

You will need to designate the pickup location, as illustrated below.

Enter, scan, or click the Search button to specify a location, then click Apply to set the destination for checked rows above:

 ?

Click on the search button, enter your first or last name in the search field and then click search. Select your name and make sure it fills in the destination field.

Special instructions can be put in the comments field. For example, if the boxes are going to be in a specific office, by the front desk, etc.

Click the green request button.

REQUESTING DELIVERY - BOXES

BOXES: After you locate and select the box(es) you want click on the “Activity” dropdown and choose “Request Delivery”.

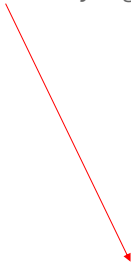
Your name should be filled in the desired destination field. If it is not you will need to search for it as you do when you request pickup (see above).

Any special instructions for delivery can go into the comments field.


Click on the green “Request” button.

REQUESTING DELIVERY - FILES

FILES: If you want one or more files out of a box, select the box, click on the “Activity” dropdown and choose “Request Delivery”. Enter the number of files and click “Enter Info”. As illustrated below, this will bring up a small spreadsheet where you will enter the name or other identifying information.



Enter Number of Records or Files:

Items will be requested to this location:
 Enter, scan, or click the Search button to specify the desired destination:
 

Comments:

Alternate Fulfillment Method:

Enter Folder Information

ID	Folder
<input type="text"/>	<input type="text"/>

REQUESTING DELIVERY - FILES

As with boxes, your name should be filled in the desired destination field. If it is not you will need to search for it as you do when you request pickup (see above).

Any special instructions for delivery can go into the comments field.

Click on the green "Request" button.

Please **DO NOT** request files by using the comments field. It creates extra work for the records center staff and can slow down deliveries.

RUSH/EMERGENCY DELIVERY REQUESTS

If you need a box or file **ASAP** - Complete a delivery request in RIMS and then CALL the Records Center Staff - Doug Mewis 214-1901 or Beth Miller 637-4887 - or your records analyst. Call around until you speak to a live person.


Since the comments field is not immediately visible to our staff, filling out the comments section with a rush request is not sufficient. Be sure to call us!

WHAT CAN YOU DESTROY YOURSELF?

When you have purged your files and have records that have completed their life cycle and may be destroyed, use the AR-6 - Certificate of Records Destruction form.

This form is available as a fillable PDF from the Records Management [webpage](#), or your assigned Records Analyst can email it to you.

Be sure to complete the form, including selecting the means of records destruction, with the date and your signature. Keep a copy of the completed AR-6 for your records and email a copy to your assigned Records Analyst.



RECORDS MANAGEMENT UNIT
2301 Central Ave
Cheyenne, WY 82002
Phone: 777-7826
FAX: (307) 777-7044

STATE ARCHIVES

Date: March 22, 2019

CERTIFICATE OF RECORDS DESTRUCTION

Department: Your agency Dept. Code: 000

Division: Your division

In accordance with the legal authority granted by the State Records Committee (WS 9-2-412), the (following) (attached listing of) records have met all legal retention requirements and are eligible for destruction.

RS Code	Record Title	Inclusive Dates (Date From & Date Thru)	Volume (Cu. Ft.)
EMP-PER-14	Agency personnel files	1999-2002	10 boxes

I certify that I have reviewed the (above) (attached listing of) records and authorize their destruction.

Dept. Head or Records Officer: Records J Officer Title: Supervisor

Please sign and return original to the Records Management Unit. Retain a copy for your files. (Check all that apply):

☒ These records were destroyed in office or ☐ by State Records Center, and were ☐ shredded or ☒ recycled.

Approved: _____ Archivist

ARS Revised 3/19

QUESTIONS?

FEEL FREE TO CALL OR EMAIL US
ANY TIME!