

Are You ARCIS Ready?

Archives and Records Centers
Information System (ARCIS)
Demonstration

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Washington, DC

ARCIS

*Archives and Records Centers
Information System*



Introduction

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Agenda

- Changes
- Enhancements
- Training
- Demonstration of ARCIS
- Questions and answers

Changes

- Transfer Number format
 - Currently 047-08-0368 in NARS-5
 - ARCIS-born will be PT-047-2008-000368
 - Starts when an FRC deploys and a new transfer is created in ARCIS
 - System creates the last 6 digits of the transfer number
 - Enables unique transfer numbers across FRCs
 - Implications for Customer Reference Number field

Changes

- Transfer Number format
PT-047-2008-000356
- Things to think about
 - Implications within your IT systems and processes once an FRC deploys
 - Strings of transfer numbers via local arrangement with your FRC and use of the “Customer Reference Number”

Changes

- Transfer Number Format post deployment
- Legacy transfer numbers
 - 118-04-1234 becomes
 - P118-04-1234-PGH, where P is the FRC in which the transfer is shelved and PGH is the subgroup identifier NARA added as a unique identifier in NARS-5.
 - Helpful in requesting records from legacy transfers in ARCIS

Changes

- CIPS (Centers Information Processing System)
 - CIPS is the current portal some customers use to request records from the FRCs
 - As ARCIS is deployed at each FRC, CIPS will be shut down for that FRC
 - Campaign underway to alert Records Officers and current CIPS users about the change

Changes

- CIPS
 - Workaround for CIPS users who have authorization to request from multiple FRCs that will deploy on different dates
 - NARA's plan is to create accounts in ARCIS for existing CIPS users (e-mail address required)
 - These users will have the same rights they had in CIPS
 - Training

Changes

- Bulk Loading into CIPS
 - Customers who transmit their request data to the VA-AAC, which processes the data into a CIPS request.
 - Are you one of them?
 - We're working on solutions so we don't interrupt your processes.

Changes

- If you fall into one of these categories, please let me know via the contact sheet:
 - Impact of longer transfer number
 - CIPS Users (e-mail address required)
 - Bulk Loader

Presenting the ARCIS Portal!

- Key Benefits
 - Soon you'll be able to conduct ALL core transactions via the portal, not just reference requests-
 - SF-135s
 - Refiles
 - Interfiles
 - Disposal Notifications
 - Less paperwork. Electronic communication between you and your FRC.

Improved Customer Control

- You have *complete control* over how many users have access to your records.
- You can restrict the roles of individual users.
- All users will have *named access*.
- You can manage user access online from any computer, at any time.

Improved Customer Control

- Examples
 - Employee can key in SFs-135 and place reference requests but not have access to any other feature.
 - Employee can see only the records that were created by him/her.
 - Restrict access to a specific collection of transfers (i.e. Classified).

Access Groups

- Currently, CIPS can only restrict users to specific Record Groups and FRCs from which they can request records. Users can request anything.
- Now you'll be able to create Access Groups that limit visibility of selected transfers to an individual or a group

Access Groups

- Access Groups
 - Access Group called “Classified”
To which is attached a
 - User List, also titled “Classified”
To which are attached
 - Users (one or many)
 - The Access Group is then added to specific transfer(s) in another area – now only the above users will have access to them!

Additional Benefits

- Real-time access via web browser technology through a single point of entry
- One sign-on and one password per user
- Enter data, access data, and receive statuses for all user-authorized transactions from any computer, at any time

Additional Benefits

- Records can be managed at the required level (transfer, box, folder/file, document)
- Boxes will be identified uniquely with a bar code (asset number)
- Transaction statuses are updated at each process change

Additional Benefits

- Customers can track transaction status via customer portal as frequently as desired
- ARCIS transaction data is used for billing, so each transaction is linked and can be audited
- Files or scanned images can be attached to transfers, assets, and reference requests

A big change with a benefit for all

- Currently in NARS-5, each transfer has one location – the location of Box #1 – as the location for all the boxes in the transfer, whether it's 1 box or 1,000.
- ARCIS will now have a unique location for each box in a transfer! You no longer need to know the location of your transfer when you request records.

Security

- User authentication for secured system access using directory service (LDAP)
- Password encryption
- SSL encryption between browser and web server
- End-to-end encryption for data confidentiality between server components
- Audit trail

Training

- Plans are in the works for:
 - Current CIPS users
 - Webinars
 - NARA in-house training
 - Customer specific training
 - Individual FRC events
 - Manuals
 - Revised FRC Tool Kit

Notes

- After ARCIS deployment at an FRC, you can still conduct transactions with the FRCs the “old way,” meaning:
 - You can send in a paper SF-135
 - You can place requests via an OF-11
 - You can send in refiles and interfiles
 - We’ll mail you disposal concurrence notices
 - You can sign up for the portal at your convenience

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FRC Web Site Redesign

Soon, the Federal Records Centers (FRC) web site will have a new look and new organization of information, based on feedback and input from customer agency staff.

The redesigned web site features the following:

- Content organized by common customer tasks (transfer, reference, and disposition)
- A less crowded design, with appealing use of graphics and white space
- Navigational redirects, more intuitive labeling, and less horizontal and vertical scrolling

To have a sneak peek at the new web site,

Have a Sneak Peek

Note: these pages may change slightly by the time we launch the new site.



Larger View

FRC Home Page

The home page content is organized by common customer tasks.

ARCIS

- And now for the demonstration....

Thank You!

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