Are You ARCIS Ready?

Archives and Records Centers Information System (ARCIS) Demonstration

RACO 2008 Atlanta



Archives and Records Centers Information System



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





- 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





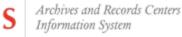
- Transfer Number format PT-047-2008-000356
- Things to think about
 - Implications within your IT systems and processes once an FRC deploys
 - Strings of transfer numbers via local arrangement with your FRC and use of the "Customer Reference Number"





- 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







- 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





• 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
- These users will have the same rights they had in CIPS
- Training





- 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.





- 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 <u>ALL</u> 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

Information System

- 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

Archives and Records Centers

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Training

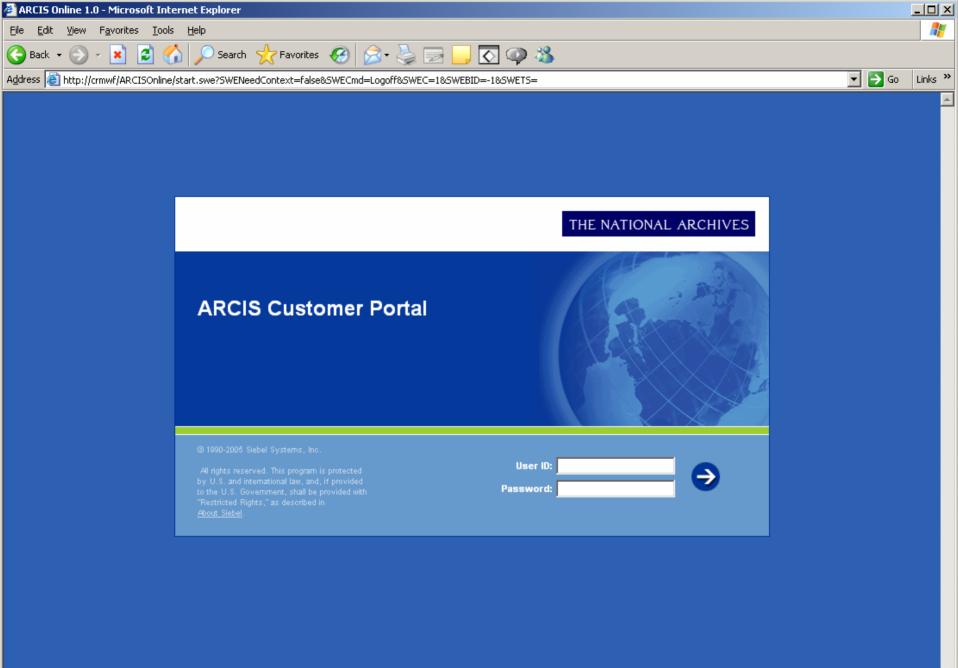
- Plans are in the works for:
 - Current CIPS users
 - Webinars
 - NARA in-house training
 - Customer specific training
 - Individual FRC events
 - Manuals
 - Revised FRC Tool Kit



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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Records Transfers - In Progress

Provides the ability to initiate and manage new Records Transfer Requests that were created



by you while having a status of "Initiated", "Submitted", "Clarification Requested" and

Records Transfers - Processed

Provides the ability to view all Records Transfer Requests for which you have appropriate access permissions.

Access permission to view details are based on assigned access groups to Records Transfers

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- *Select "Query" to query for a specific Records Transfer request. Please note that queries are Case Sensitive.
- *Select "Copy Transfer" to initiate a new Records Transfer request from a previously submitted Records Transfer request. Before selecting this option, you
- may want to query for a specific Records Transfer request. This option copies certain data elements from the selected Records Transfer to the newly initiated Records Transfer request.

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Reference Request - In Progress



Provides the ability to initiate and manage new Reference Requests that were created by you while having a status of "Reference Initiated" and "Reference Received".



Reference Request - Processed Provides the ability to view a list and monitor Reference Requests that were created by you while having a status other than "Reference Initiated" and "Reference Received".

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Select "New Reference" to initiate a new Reference Request.

*Select "Query" to query for a specific Reference Request. Please note that queries are Case Sensitive.

*Select "Copy Reference Request" to initiate a new Reference Request from a previously submitted Reference Request. Before selecting this option, you may want to query for a specific Reference Request. This option copies certain data elements from the selected Reference Request to the newly initiated Reference Request.

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Thank You!

John McEvoy, IT Specialist Phone: 301-837-3056 E-mail: john.mcevoy@nara.gov



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