Are You ARCIS Ready?

Archives and Records Centers Information System (ARCIS) Demonstration

RACO 2008 Atlanta

ARCIS | *Archives and Records Centers Information System*

FEDERAL RECORDS CENTERS

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
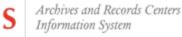   - Implications for Customer Reference Number field

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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"

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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

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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

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

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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.

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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

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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.

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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).

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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

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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!

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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

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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

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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

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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.

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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

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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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Address http://crmwf/ARCISOnline/start.swe?SWENeedContext=false&SWECmd=Logoff&SWEC=1&SWEBID=-1&SWETS=   Go   Links

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ARCIS Customer Portal

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"Restricted Rights," as described in
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User ID:

Password:

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Reports ▼

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Welcome , Rebecca Jones!
Please verify that your user profile is current.

─ARCIS Online─

My Transactions

- My Records Transfers
- My Dispositions
- My Reference Requests
- My Interfiles
- My Refiles

Agency Transactions

- My Agency Records Transfers
- My Agency Dispositions
- My Agency Reference Requests
- My Agency Interfiles
- My Agency Refiles

Record Center Locations by State/Territory

- California
- Colorado
- District of Columbia
- Georgia
- Illinios
- Maryland
- Massachusetts
- Missouri
- Ohio
- Pennsylvania
- Texas
- Washington (State)

User Alerts

News National Archives

- How can i create my user login information?
- Can Arcis Online Application handle requests by general public/unauthorized users?

Track Shipment

Carrier: [▼]

Tracking #: [   ]

[Track Shipment]

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Welcome John McEvoy! from Department of Veterans Affairs.
Today is Wednesday, August 13, 2008! Please verify that your Profile is current.

─────────────────────────────────ARCIS Online─────────────────────────────────

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RECORDS
CENTERS

My Transactions

• My Records Transfers
• My Reference Requests

Agency Transactions

Record Center Locations by State/Territory

• California
• Colorado
• District of Columbia
• Georgia
• Illinios
• Maryland
• Massachusetts
• Missouri
• Ohio
• Pennsylvania
• Texas
• Washington (State)

User Alerts

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Home   **Records Transfers**   **Reference Requests**   **Application Help**

Records Transfer

[Save and Finish Later]   [Cancel]   [Continue to Create/View Attachments]

Select **"Continue to Create/View Attachments"** to continue with this transfer request and create attachments.

Select **"Save and Finish Later"** to save the record and continue later.

Select **"Cancel"** to cancel the Records Transfer request.

Transfer Information

Transfer #:	**Container Type:** Standard	**Agency Proposed Disposition Date:**	***Charge Account:** 09809500
*Record Group: 015	**Number Of Containers:**	**Disposition Citation:**	**Disposition Code:**
*Fiscal Year: 2008	**Inclusive Start Date:**	**Access Restriction Code:**	**Shipment Mode:** Customer Delivery
Records Center:	**Inclusive End Date:**	***Security Classification Type:**	***Type Of Records:** TEXTUAL
Customer Reference Number:	***Status:** Initiated	**Security Classification:**	**Retiring Office same as Shipment Address:** ☐

*Series Description:

Retiring Office:

Disposition Approval Authority

Shipment From Address

Last Name:	**First Name:**	**Address Line 1:** 8601 Adelphi Road	**State:** MD
		Address Line 2:	**Country:** USA
		City: College Park	**Zip Code:** 20740

[Save and Finish Later]   [Cancel]   [Continue to Create/View Attachments]

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My Records Transfers

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 "Approved"

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

• 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.

Records Transfers - Processed

Query   ◁ 1 - 5 of 6+ ▷

	Transfer #	Record Group	Fiscal Year	Number Of Containers	Customer Reference #	Created	Records Center	Status	Copy Transfer
>	TR-015-2008-000433	015	2008	3		07/30/08	FRC - Philadelphia	Disposed	
>	TR-015-2008-000422	015	2008	4	1234-2008	07/28/08	FRC - Philadelphia	Shelved	
>	TR-015-2008-000418	015	2008	100		07/24/08	FRC - Philadelphia	Shelved	
>	TR-015-2008-000415	015	2008	3		07/24/08	FRC - Philadelphia	Shelved	
>	TR-015-2008-000414	015	2008	2		07/24/08	FRC - Philadelphia	Disposed	

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Records Transfer

Back To Transfers List

Select **"Back To Transfers List"** to view other Records Transfer requests.

Transfer Information

Transfer #: TR-015-2008-000418	**Container Type:** Standard	**Agency Proposed Disposition Date:**	**Charge Account:** 09809601
Record Group: 015	**Number Of Containers:** 100	**Disposition Citation:** XC Folders	**Disposition Code:** Destroy
Fiscal Year: 2008	**Inclusive Start Date:** 10/01/07	**Access Restriction Code:** No Restrictions	**Shipment Mode:** Customer Delivery
Records Center: FRC - Philadelphia	**Inclusive End Date:** 12/31/07	**Security Classification Type:** Standard	**Type Of Records:** TEXTUAL
Customer Reference Number:	**Status:** Shelved	**Security Classification:**	**Retiring Office same as Shipment Address:** No
Series Description: New VA XC Folders		**Retiring Office:**	

Back To Transfers List

Containers

Query   1 - 5 of 5+

	Container #	Asset #	Container Type	Range From	Range To
>	1	AAC1-77092488	Standard		
>	2	AAC1-77108492	Standard		
>	3	AAC1-77108496	Standard		
>	4	AAC1-77108500	Standard		
>	5	AAC1-77108504	Standard		

Records Transfer Attachments

Query   1 - 1 of 1

	Attachment Name	Size (In Bytes)	Type	Comments
>	Box Index List	1,672	xls	For Transfer TR-015-2008-000418

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Back | Search   Favorites

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Reference Request

[Save and Finish Later]   [Cancel]   [Continue to Review and Submit]

Click on **"Save and Finish"** to continue later.
Click on **"Cancel"** to cancel the operation.
Click on **"Continue to Review and Submit"** to review and submit the Reference Request.

Request Details	**Reference Details**	**Shipment Details**	**Status Details**
*Reference Request #:	Request Category:	*Recipient Name:	*Status:
ARR1-77203451	[▼]	Rajaji Bellamkonda	Reference Initiated
*Record Group:	Records Transfer #:	*Address Line 1:	**Submitted Date:**
015	[ ]	20 South Dhandapani St	
Agency:	Container #:	**Address Line 2:**	**Reason Not Found:**
Department of Veterans Affairs	[ ]	Near	
*Last Name:	Case/File Information:	**City:**	**Reason Not Found Other:**
Bellamkonda	[ ]	Madras	
First Name:	Whole Container:	**State:**	*Shipping Method:
Rajaji	☐	VA	USPS [▼]
Charge Account:	**All Containers:**	**Zip Code:**	**Shipping Account #:**
09809601	☐	20167	
*Service Level:	# Of Units:	**Country:**	*Nature of Service:
Standard [▼]	1	USA	Temporary Loan of Records [▼]
	Security Classification Type:	Phone#:	*Records Center:
		[ ]	FRC - Philadelphia [▼]
	Security Classification:	Fax#:	
		[ ]	

Comments:

[   ]

[Save and Finish Later]   [Cancel]   [Continue to Review and Submit]

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My Reference Requests

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".

- 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.

Reference Requests - In Progress

New Reference   Query   1 - 5 of 5+

	Reference Request #	Request Category	Charge Account	Recipient Name	Status	Records Center	Copy Reference Request
>	ARR1-77168383	Transfer	09809601	Rajaji Bellamkonda	Reference Initiated	FRC - Philadelphia	
>	ARR1-77143324	Transfer	09809601	Rajaji Bellamkonda	Reference Initiated	FRC - Philadelphia	
>	ARR1-77094457	Post Entitlement	09809601	Rajaji Bellamkonda	Reference Received	FRC - Philadelphia	
>	ARR1-77074882	T-Checks	09809601	Rajaji Bellamkonda	Reference Received	FRC - Philadelphia	
>	ARR1-77074857	T-Checks	09809601	Rajaji Bellamkonda	Reference Received	FRC - Philadelphia	

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Reference Request

Back To Reference Requests

Click on **"Back To Reference Requests"** to view other Reference Requests.

Request Details	Reference Details	Shipment Details	Status Details
Reference Request #: ARR1-77094453	**Request Category:** Transfer	**Recipient Name:** Rajaji Bellamkonda	**Status:** Quality Assurance
Record Group: 015	**Records Transfer #:** TR-015-2008-000418	**Address Line 1:** 20 South Dhandapani St	**Submitted Date:** 07/25/08
Agency: Department of Veterans Affairs	**Container #:** 5	**Address Line 2:** Near	**Reason Not Found:**
Last Name: Bellamkonda	**Case/File Information:** 123456	**City:** Madras	**Reason Not Found Other:**
First Name: Rajaji	**Whole Container:** No	**State:** VA	**Shipping Method:** USPS
Charge Account: 09809601	**All Containers:** No	**Zip Code:** 20167	**Shipping Account #:**
Service Level: Standard	**# Of Units:** 1	**Country:** USA	**Nature of Service:** Temporary Loan of Records
	Security Classification Type: Standard	**Phone#:**	**Records Center:** FRC - Philadelphia
	Security Classification:	**Fax#:**	

Comments:

Back To Reference Requests

Downloads

Query

◀ No Records ▶

Attachment Name ⇅	Size (In Bytes) ⇅	Type ⇅	Modified ⇅	Comments ⇅

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The fields marked as * are required fields.
Please do not use **Browser Back Button**. Use the Back Buttons in the forms whenever possible.
Please review the Refile Request prior to submitting.
Check **Application Help** section for more guidelines on how to create a Refile Request.

Refile

| Save and Finish Later | Cancel | Continue to Review and Submit

Click on **"Save and Finish"** to continue later.
Click on **"Cancel"** to cancel the operation.
Click on **"Continue to Review and Submit"** to review and submit the Refile Request.

Request Details	Refile Details	Status Details
*Refile #:	Refile Category:	*Status:
ARF1-77203453		Refile Initiated
*Record Group:	Records Transfer #:	Submitted Date:
015	Agency Container #:	Completed Date:
Agency:	Agency Container #:	Records Center:
Department of Veterans Affairs	# Of Units:	FRC - Philadelphia
*Reference Request #:	1	
Last Name:		
Bellamkonda		
First Name:		
Rajaji		
*Charge Account:		
09809601		

Comments:

| Save and Finish Later | Cancel | Continue to Review and Submit

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My Refiles

Refiles - In Progress
Provides the ability to initiate and manage new Refile Requests that were created by you while having a status of "Refile Initiated" or "Refile Submitted"

Refiles - Processed
Provides the ability to view a list and monitor Refile Requests that were created by you while having a status of "Refile Received" or "Refile In Process" or "Refile Completed".

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

Refiles - In Progress

New Refile   Query

1 - 5 of 5+

	Refile #	Reference Request #	Refile Category	Charge Account	Status	Records Center	Copy Refile
>	ARF1-77165353	ARR1-76799654	Transfer	09809500	Refile Submitted	FRC - Philadelphia	
>	ARF1-77165351	ARR1-77140371	Transfer	09809500	Refile Initiated	FRC - Philadelphia	
>	ARF1-77170316	ARR1-76802089	Transfer	09809500	Refile Initiated	FRC - Philadelphia	
>	ARF1-77143323	ARR1-76799654	Transfer	09809500	Refile Initiated	FRC - Philadelphia	
>	ARF1-77084320	ARR1-76802089	Transfer	09809500	Refile Initiated	FRC - Philadelphia	

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Refile

[Back To Refile Requests]

Click on **"Back To Refile Requests"** to view other Refile Requests.

Request Details	Refile Details	Status Details
Refile #:	**Refile Category:**	**Status:**
ARF1-77165353	Transfer	Refile Submitted
Record Group:	**Records Transfer #:**	**Submitted Date:**
015	TR-015-2008-000149	08/08/08
Agency:	**Container #:**	**Completed Date:**
Department of Veterans Affairs	1	
*Reference Request #:	**Case/File Information:**	**Records Center:**
ARR1-76799654	rer	FRC - Philadelphia
Last Name:	**# Of Units:**	
Bellamkonda	1	
First Name:	**Begin Location:**	
Rajaji		
Charge Account:		
09809500		
Comments:		

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Home **Records Transfers** **Dispositions** **Reference Requests** **Interfiles** **Refiles** **Application Help**

The fields marked with * are required fields.
Please do not use **Browser Back Button**. Use the Back Buttons in the forms whenever possible.
Please review the Interfile Request prior to submitting.
Check **Application Help** section for more guidelines on how to create a records transfer request.

Interfiles

[Save and Finish Later] [Cancel]   [Submit]

Select **"Save and Finish Later"** to continue later.
Select **"Cancel"** to cancel the operation.
Select **"Submit"** to submit the interfile request.

Interfile Details

*Interfile #:	*Record Group:	Charge Account:	*Status:
AIF1-77203454	015	09809601	Interfile Initiated
Transfer #:	Agency Container #:	Asset #:	Records Center:
			FRC - Philadelphia

Case/File Information:

Transfer Details   **Contact Details**

Transfer Status: Last Name: First Name:
                                              Bellamkonda   Rajaji

Series Description:

[Save and Finish Later] [Cancel]   [Submit]

Attachments

[New]   ◄ No Records ►

Attachment Name	Size (In Bytes)	Type	Modified	Comments

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Done   Internet

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File Edit View Favorites Tools Help

Address http://gpeatest.archives.gov/arciscustqa/start.swe?SWECmd=Login&SWEPL=1&_sn=8SYNtgRVPHHb76JkHLXRKOG7r0onYlkgjrMNsVdonOM_&SWETS=1218661594600&SWEHo=gpeatest.archives.gov

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My Interfiles

Interfiles- In Progress
Provides the ability to initiate and manage new Interfile requests that were created
by you while having a status of "Draft", "Submitted"

Interfiles - Processed
Provides the ability to view all Interfile requests with "Received", "Completed"
status for which you have appropriate access permissions

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

Interfiles - In Progress

[New Interfile] [Query]   ◀ 1 - 1 of 1 ▶

Interfile #	Transfer #	Agency Container #	Asset #	Charge Account	Status	Copy Interfile
➤ AIF1-77170314				09809601	Interfile Initiated	🗎

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Interfiles

[Back To Interfiles]

Select **"Back To Interfiles"** to view other Interfile Requests.

Interfile Details

Interfile #:	**Record Group:**	**Charge Account:**	**Status:**
AIF1-77170314	015	09809601	Interfile Completed
Transfer #:	**Agency Container #:**	**Asset #:**	**Records Center:**
TR-015-2008-000418	10	AAC1-77108524	FRC - Philadelphia
Case/File Information:			
Giacomin Folder			

Transfer Details

Transfer Status:
Shelved

Series Description:
New VA XC Folders

Contact Details

Last Name:
Bellamkonda

First Name:
Rajaji

[Back To Interfiles]

Attachments

◀ No Records ▶

Attachment Name ⇕	Size (In Bytes) ⇕	Type ⇕	Modified ⇕	Comments ⇕

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My Dispositions

Dispositions - In Progress
Complete Approvals for Disposition Notifications

Dispositions - Processed
View approved/declined/cancelled Dispositions Notifications

• Select **"Query"** to query for a specific Disposition Notification. Please note that queries are **Case Sensitive**.

Dispositions - In Progress

Query

1 - 1 of 1

	Disposition #	Disposition Date	Agency Approval Date	Record Group	Charge Account	Transfer #	Status
>	ADN1-77206430	8/8/2009		015	09809500	PT-015-2008-000553	Notification Finalized

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Please review the Disposition Request prior to submitting.
Check **Application Help** section for more guidelines on how to create a records transfer request.

Disposition Notification

Save   Cancel   Back To Disposition Records   Submit

Disposition Details   **Disposition Authority Details**

*Disposition #:   *Status: DA Last Name: DA First Name:
ADN1-77206430   Notification Finalized Bellamkonda   Rajaji
Disposition Date: Agency Approval Date: Address Line 1:   Address Line 2:
8/8/2009   20 South Dhandapani St Near
Agency Approval: *Charge Account: City: State:
[▼]   09809500   Madras   VA
                                                      Zip Code: Country:
Reason For Decline: 20167   USA
Agency New Approval Date:
Reason For Decline Other:

Transfer Details

*Transfer #:   Transfer Status: Record Group: Fiscal Year:
PT-015-2008-000553   Disposition Generated 015   2008
Sequence Number: Series Description: Security Classification: Disposition Code:
000553   test sheets   Disposition Authority: Destroy
Disposition Date: 0413.1/011/46A
8/8/2009

Save   Cancel   Back To Disposition Records   Submit

Records Transfer Attachments

Query   ◀ No Records ▶

Attachment Name ⇕	Size (In Bytes) ⇕	Type ⇕	Comments ⇕

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Application Administration

- Agency Profile
- Manage Users
- Manage Users Across Agencies
- Manage User Lists
- Manage Access Groups
- Manage Transfers for Access Groups
- Manage Responsiblities

FAQ's

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Agency

| *Agency: | Department of Veterans Affairs | *Agency Code: | 09 | Phone #: | | Fax #: |
| Status: | Active | | | | | |

Record Groups

Query

1 - 1 of 1

	Record Group	Description
>	015	Veterans Affairs, Department of

Agreements

Query

1 - 3 of 3

	Agreement #	Agreement Type	Charge Account	Status	Start	End	Fiscal Year	Charge Code	Charge Code Description
>	095		09809500	Active	09/30/07	09/29/08	2008	00	VA Central Office
>	096		09809601	Active	09/30/07	09/29/08	2008	01	Veterans Benefits Admin
>	999		09899999	Active	09/30/07	09/29/08	2008	99	VA Distribution Account

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Agency

*Agency:	Department of Veterans Affairs	*Agency Code:	09	Phone #:		Fax #:
Status:	Active					

User Lists

New   Query   ◁ 1 - 7 of 7 ▷

	Name ⬆⬇	User List Name ⬆⬇
>	Classified1	09 Classified1
>	Default User List	09 Default User List
>	Rajaji Test Access Group	09 Rajaji Test Access Group
>	Smilin' Happy Group 1	09 Smilin' Happy Group 1
>	Test Group 1A	09 Test Group 1A
>	classified2	09 classified2
>	fassfa	09 fassfa

Users

Add   Query   ◁ 1 - 2 of 2 ▷ | 🖼

	Last Name ⬆⬇	First Name ⬆⬇	User ID ⬆⬇	Mr/Ms ⬆⬇	Job Title ⬆⬇	Remove
>	McEvoy	John	JOHN.MCEVOY1@NARA.GOV	Mr.	IT Specialist	🗑
>	Greenlee	Don	DON.GREENLEE@NARA.GOV			🗑

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Agency

| *Agency: | Department of Veterans Affairs | *Agency Code: | 09 | Phone #: | | Fax #: |
| Status: | Active | | | | | |

Access Groups

New   Query   1 - 7 of 7

Name
>	09 Default Access Group
>	Classified
>	Don Test
>	Happy User Group 1
>	Rajaji Test Access Group
>	St Louis Region
>	Test Access Group 1A

User Lists

Add   Query   1 - 2 of 2

	Name	User List Name	Remove
>	Classified1	09 Classified1	🗑
>	Rajaji Test Access Group	09 Rajaji Test Access Group	🗑

Users

Add   Query   1 - 2 of 2

	Last Name	First Name	User ID	Mr/Ms	Job Title	Remove
>	Greenlee	Don	DON.GREENLEE@NARA.GOV			🗑
>	McEvoy	John	JOHN.MCEVOY1@NARA.GOV	Mr.	IT Specialist	🗑

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Agency

| *Agency: | Department of Veterans Affairs | *Agency Code: | 09 | Phone #: | | Fax #: |
| Status: | Active | | | | | |

Access Groups

Query   1 - 7 of 7

	Name
>	09 Default Access Group
>	Classified
>	Don Test
>	Happy User Group 1
>	Rajaji Test Access Group
>	St Louis Region
>	Test Access Group 1A

Records Transfers

Add   Query   1 - 2 of 2

	Transfer #	Status	Records Center	Remove
>	PT-015-2008-000553	Shelved	FRC - Philadelphia	🗑
>	PT-015-2008-000675	Approved	FRC - Philadelphia	🗑

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Responsibilities

Query   1 - 10 of 10+

	Responsibilities ⬆⬇	Description ⬆⬇
>	ARCIS Cust Agency Admin	Agency Local Admin Responsibility in Customer Application
>	ARCIS Cust Base	Customer Base Responsibility
>	ARCIS Cust Disposition 1	Customer Disposition Notification - Person Based
>	ARCIS Cust Disposition 2	Customer Disposition Notification - Agency Based
>	ARCIS Cust Interfile 1	Customer Interfile Request - Person Based
>	ARCIS Cust Interfile 2	Customer Interfile Request - Agency Based
>	ARCIS Cust NARA Admin	NARA Admin Responsiblity in Customer Application
>	ARCIS Cust Records Transfer 1	Customer Records Transfer Person Based
>	ARCIS Cust Records Transfer 2	Customer Records Transfer Agency Based
>	ARCIS Cust Reference Request 1	Customer Reference Request - Person Based

Users

New   Query   1 - 10 of 12+

	Last Name ⬆⬇	First Name ⬆⬇	Login Name ⬆⬇	Job Title ⬆⬇	Delete
>	Martin	Regina	REGINA.MARTIN@SSA.GOV		🗑
>	Customer	Anonymous	ANONCUST		🗑
>	Glade	Judy	JGLADE@TEST.COM		🗑
>	Bellamkonda	Rajaji	RBELLAMK@OPTIMOS.COM		🗑
>	Larry	Ellis	ELARRY@TEST.COM		🗑
>	User 00	Test	TESTUSER00@TEST.COM		🗑
>	Student1	NARA	STUDENT1@NARA.GOV		🗑
>	Parameswaran	Raj	RAJ@OPTIMOS.COM		🗑
>	Jab	Johny	JJAB@NARA.GOV		🗑
>	Smith	Jack	J.SMITH@SMITH.COM		🗑

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› **Application Administration**

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General

Interfiles

Records Transfer

Reference Request

Refiles

Frequently Asked Questions

Question: Where can I view agency record groups?

Answer: Click on Application Administration Button on Top right corner of your screen. You will be able to see record groups for the selected agency or by default for your own agency.

Question: Where Can i view my agency agreements?

Answer: Click on Application Administration Button on Top right corner of your screen. You will be able to see agreements for the selected agency or by default for your own agency.

Help Documents

| Query | 1 - 2 of 2 |

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FEDERAL RECORDS CENTERS

Federal Records Centers › FRC Web Site Redesign

CONTACT FRC

- **Account Representatives**
- **FRC Directors**

Send Us Your Feedback

Go to the Federal Records Centers Main Page

Print Page   E-mail Page   Bookmark Page

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 peak 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.

Thank You!

John McEvoy, IT Specialist

Phone: 301-837-3056

E-mail: john.mcevoy@nara.gov

ARCIS | Archives and Records Centers Information System

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