

# Archives and Records Centers Information System (ARCIS)

ARMA

October 9, 2007

Baltimore, MD

**ARCIS**

*Archives and Records Centers  
Information System*



**FEDERAL  
RECORDS  
CENTERS**

# What are the objectives of ARCIS?

- Reduce IT operating costs
- Reduce the cost and cycle time and improve the quality of FRC transactions
- Provide growth opportunities with the development of new products and services
- Improve customer satisfaction

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# How will customer satisfaction be improved?

- Customers will have improved access to and control over their holdings and transactions

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# How will customer access be improved?

- Single Point of Entry – web-based interface that is secure, fast, easy to navigate and responsive to NARA staff and customers
- Notification – enter data, access data and receive status updates for all allowable transactions

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# How will customer control be improved?

- Authentication – levels of access will be tailored to the individual user needs
- Tracking – capable of tracking assets and transactions across functions

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# What else will ARCIS do?

- Records can be managed at the required level
- Each records object can be identified uniquely with a bar code
- Records status is updated whenever handled
- Customers are routinely notified of transaction status as frequently as desired
- Transaction data will populate the billing system for invoicing
- Scanned images can be attached to assets

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# How will agency staff learn about ARCIS?

- Customer briefings
- Training (currently under development) to perhaps include:
  - Web-based training
  - Classes in key geographic areas
  - NARA participation in agency trainings
  - Ongoing training at FRCs

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# Functions

## Core Transactions



Records Transfer



Disposition/Accession



Reference Request



Refile



Interfile

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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
- Illinois
- 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 #:

## Category

- > [Application Administration](#)

- [Disposition Notification](#)

- [General](#)

- [Interfiles](#)

- [Records Transfer](#)

- [Reference Request](#)

- [Refiles](#)

## Help Documents

 1 - 2 of 2

## File Name

<http://www.cnn.com>
[Design -Application Help -UI](#)

## 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.

**Application Administration**

- [Agency Profile](#)  
View Agency Profile
- [Manage Users](#)  
Manage Your Users
- [Manage User Lists](#)  
Manage Your User Lists
- [Manage Access Groups](#)  
Manage Users Access Groups
- [Manage Responsibilities](#)  
Manage User Responsibilities

**FAQ's**

- [Where can I view agency record groups?](#)
- [Where Can I view my agency agreements?](#)

## THE NATIONAL ARCHIVES

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[Application Administration](#) [Personal Profile](#) [Log Out](#)
[Home](#) [Records Transfers](#) [Dispositions](#) [Reference Requests](#) [Interfiles](#) [Refiles](#) [Application Help](#) [Application Administration](#)

Reports

Agency Record Group Detail:

## Agency

**\*Agency:** US AID      **\*Agency Code:** A2      **Phone #:** (128) 362-8323      **Fax #:** (128) 362-8324  
**Parent Agency:**      **Status:** Active

## Record Groups

Query

1 - 2 of 2

PositionOnRow	IIARA Record Group #	Record Group Description
>	001	War Labor Policies Board
>	002	National War Labor Board (World War I)

## Charge Codes

Query

1 - 2 of 2

	Agreement #	Agreement Type	Charge Account	Status	Start	End	Fiscal Year	Charge Code	Charge Code Description
>	112	Local	A2711223	Draft	1/5/2007	12/20/2007	2007	23	National Endowment for the Art
>	114	National	A2711459	Current	1/18/2007		2007	59	Institute of Museum & Library Services

[Archives.gov Home](#) [Contact Us](#) [Privacy Policy](#) [Accessibility](#) [Freedom of Information Act](#)

The U.S. National Archives and Records Administration  
 8601 Adelphi Road, College Park, MD 20740-6001  
 Telephone: 1-866-NARA-NARA or 1-866-272-6272



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**Agency**

\*Agency: US AID \*Agency Code: A2 Phone #: (128) 362-8323 Fax #: (128) 362-8324  
 Parent Agency: Status: Active

**User Lists**

New Query 1 - 8 of 8

Name	User List Name	Edit	Delete
> AID User List	A2 AID User List		
> Ash Test	A2 Ash Test		
> Default User List	A2 Default User List		
> Test	A2 Test		
> Test User List	A2 Test User List		
> Testing New User Lists	A2 Testing New User Lists		
> Top Class List	A2 Top Class List		
> testing User List	A2 testing User List		

**Users**

New Query 1 - 6 of 6

Last Name	First Name	User ID	Mr/Ms	Job Title	Delete
> Brown	Alan	ABROWN	Mr.		
> Singh	Amar	ASINGH			
> Adam	Smith	ASMITH			
> Jones	Rebecca	CUSTLOGIN	Ms.	Records Transfer Specialist	
> John	Smithe	JSMITHE	Mr.		
> Bellamkonda	Rajaji	RBELLAMK			

**Agency**  
 \*Agency: US AID \*Agency Code: A2 Phone #: (128) 362-8323 Fax #: (128) 362-8324  
 Parent Agency: Status: Active

**Access Groups**

Query 1 - 3 of 3

Name	Group Type	Agency	Parent Access Group	Edit	Delete
> A2 Default Access Group	Access Group	US AID			
> AID General	Access Group	US AID			
> Top Class AG 1	Access Group	US AID			

**User Lists**

New Query 1 - 8 of 8

Name	User List Name	Edit	Delete
> AID User List	A2 AID User List		
> Ash Test	A2 Ash Test		
> Default User List	A2 Default User List		
> Test	A2 Test		
> Test User List	A2 Test User List		
> Testing New User Lists	A2 Testing New User Lists		
> Top Class List	A2 Top Class List		
> testing User List	A2 testing User List		



THE NATIONAL ARCHIVES

Agency Contact Detail:

Responsibilities

Query 1 - 10 of 10+

Responsibilities	Description
> ARCIS Online	ARCIS Online
> Compensation Planning Administrator	Compensation Planning Administrator
> Events Manager	User of Marketing Base, eEvents, and Events Analytics
> Partner Marketing Manager	Partner Marketing Manager (eChannel)
> Partner Operations Manager	Partner Operations Manager (eChannel)
> Partner Relationship Manager	Partner Relationship Manager (eChannel)
> Partner Sales Manager	Partner Sales Manager (eChannel)
> Partner Sales Rep	Partner Sales Rep (eChannel)
> Partner Sales Representative - Wireless	Access to Siebel Wireless eChannel Views
> Partner Service Manager	Partner Service Manager (eChannel)

Users

New Query 1 - 10 of 12+

Last Name	First Name	Login Name	Job Title	Delete
> McEvoy	John	JMCEVOY		
> Roland	David	DROLAND		
> user 6	ldap	LDAPUSER6		
> custuser3	custuser3	CUSTUSER3		
> Smith (Agency)	Marie	MSMITH@ATI4IT.COM		
> Forsyth	Lane	LANE.FORSYTH@ABC.COM		
> Marshall	James	JMARSHALL	Application User	
> Jones	Rebecca	CUSTLOGIN	Records Transfer Specialist	
> Romero	Michele	MROMERO	Analyst	
> Pradeep	Naga	NPRADEEP		

Contact Charge Code Detail:

**Contact**  
 Edit Change Password

<b>Last Name:</b> Jones	<b>Agency Name:</b> US AID	<b>Address Line 1:</b> 111 Tennis Terrace	<b>Supervisor Last Name:</b> Brown
<b>First Name:</b> Rebecca	<b>Agency Location:</b> Rockville	<b>Address Line 2:</b> New Found Land	<b>Supervisor First Name:</b> Alan
<b>Middle Name:</b>	<b>Work Phone #:</b> (703) 488-6489	<b>City:</b> Bloomongdale	<b>Record Group:</b> 001
<b>Prefix:</b> Ms.	<b>Work Fax #:</b>	<b>State:</b> IL	<b>Records Center:</b> Default Organization
<b>Job Title:</b> Records Transfer Specialist	<b>Email:</b> ashwani.sehgal@nara.gov	<b>Zip Code:</b> 345343	<b>Challenge Question:</b> What is your pet's name?
<b>Type:</b> RO-CO	<b>User Id:</b> CUSTLOGIN	<b>Country:</b> USA	<b>Challenge Answer:</b> testing
	<b>Never Mail:</b> No		

Edit Change Password

**Charge Codes** 1 - 1 of 1

	Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status
>	✓	114	National	2007	59	A2711459	Current

My Records Transfers



[Records Transfers - In Progress](#)  
 Create or Complete New Records Transfer Request



[Records Transfers - Processed](#)  
 Monitor the Records Transfers Request Received/Shelved

- Click on "New Transfer" to create a new record transfer request.
- Click on "Query" to search for record transfer requests that you have created.

Records Transfers - In Progress

[New Transfer](#) [Copy Transfer](#) [Query](#) 1 - 5 of 5+

	Transfer #	Record Group	Fiscal Year	Number Of Containers	Container Type	Disposition Citation	Date Updated	Record Center	Status
>	<a href="#">PT-001-2007-001760</a>	001	2007	2	Standard Container	Para 5/Page 333	8/27/2007	Default Organization	Draft
>	<a href="#">PT-001-2007-001746</a>	001	2007	10	Standard Container	Testing	8/26/2007	Default Organization	Submitted
>	<a href="#">PT-001-2007-001744</a>	001	2007	2	Standard Container	Para 5	8/24/2007	Default Organization	Draft
>	<a href="#">PT-001-2007-001735</a>	001	2007	4	Standard Container		8/22/2007	Default Organization	Draft
>	<a href="#">PT-003-2007-001691</a>	003	2007	2	Standard Container	Para 7	8/21/2007	Default Organization	Submitted

## Records Transfer

[Edit](#) [Save and Finish Later](#)
[Continue to Create/View Assets](#)

Click on "Edit" to update new record transfer request. Click on "Continue to Create/View Assets" to continue with record transfer request and create assets.

## Transfer Information

<b>Transfer #:</b> PT-001-2007-001760	<b>*Agency Proposed Disposition Date:</b> 9/27/2007	<b>Container Type:</b> Standard Container	<b>Type Of Records:</b> FVN
<b>Record Group:</b> 001	<b>*Disposition Citation:</b> Para 5/Page 333	<b>Number Of Containers:</b> 2	<b>Charge Account:</b> A2711459
<b>Fiscal Year:</b> 2007	<b>Security Classification:</b>	<b>*Inclusive Start Date:</b> 8/27/2007	<b>*Disposition Code:</b> A
<b>Status:</b> Draft	<b>*Access Restriction Code:</b> Congressional	<b>*Inclusive End Date:</b> 8/31/2007	<b>Shipment Mode:</b> Customer Delivery
<b>Customer Reference Number:</b>	<b>Records Center:</b> Default Organization	<b>Retiring Office:</b> Fortworth	

## Series Description:

Test

[Edit](#) [Save and Finish Later](#)
[Continue to Create/View Assets](#)

Records Transfer

Save and Finish Later Cancel

Continue to Create/View Assets

Click on "Save and Finish" to continue later. Click on "Create/View Assets" to continue with record transfer request and create assets. Click on "Cancel" to cancel the record transfer record.

Transfer Information

*Transfer #:	*Agency Proposed Disposition Date:	Container Type:	*Type Of Records:
*Record Group:	*Disposition Citation:	Number Of Containers:	*Charge Account:
*Fiscal Year:	Security Classification:	*Inclusive Start Date:	*Disposition Code:
*Status:	*Access Restriction Code:	*Inclusive End Date:	Shipment Mode:
Customer Reference Number:	Records Center:		

\*Series Description:

Disposition Approval Authority

Last Name:  First Name:   
 Retiring Office:

Shipment From Address

Address Line 1:  State:   
 Address Line 2:  Country:   
 City:  Zip Code:

THE NATIONAL ARCHIVES

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Reports

My Records Transfers



[Records Transfers - In Progress](#)  
Create or Complete New Records Transfer Request



[Records Transfers - Processed](#)  
Monitor the Records Transfers Request Received/Shelved

Click on "Query" to search for record transfer requests created.

Records Transfers - Processed

Query 1 - 5 of 5+

	Transfer #	Record Group	Fiscal Year	Number Of Containers	Container Type	Disposition Citation	Date Updated	Record Center	Status
>	<a href="#">PT-001-2007-001741</a>	001	2007	10	Standard Container	Manual 2, Section 4 Paragraph 3	8/22/2007	Default Organization	QC Complete
>	<a href="#">PT-001-2007-001739</a>	001	2007	4	Standard Container		8/22/2007	Default Organization	Disposition Generated
>	<a href="#">PT-001-2007-001727</a>	001	2007	4	Standard Container	RB/Page4/Para6	8/21/2007	Default Organization	Accession Generated
>	<a href="#">PT-001-2007-001725</a>	001	2007	11	Standard Container	RB/Page 3	8/21/2007	Default Organization	Disposition Generated
>	<a href="#">PT-001-2007-001722</a>	001	2007	200	Standard Container	1	8/21/2007	Default Organization	Shelved



More information  
available online at  
[www.archives.gov/frc](http://www.archives.gov/frc)

The screenshot shows a Microsoft Internet Explorer browser window titled "NARA - Federal Records Centers - Main Page - Microsoft Internet Explorer". The address bar displays "http://www.archives.gov/frc/". The page content is organized into a sidebar on the left and a main content area on the right. The sidebar contains a list of links under the heading "Facilities", including "Guide to Federal Records Centers Services", "Contact Your Account Rep", "Contact Program Directors", "ELECTRONIC FORMS AND RESOURCES", "Forms List", "SF 135 - Records Transmittal and Receipt", "OF 11 - Reference Request (PDF Format)", "Resources and Information on the Federal Records Centers", and "CIPS (CENTERS INFORMATION PROCESSING SYSTEM) How to Request CIPS Access". The main content area features a large heading "Federal Records Centers (FRC)" followed by the text "Find your local center, contact staff, and learn about local events. More". Below this are four featured sections: "Records Transfer and Disposition" (with an image of a person at a computer), "Records Retrieval" (with an image of a person looking at a document), "Electronic Records Services" (with an image of binary code), and "Custom Solutions" (with an image of a man in a suit). At the bottom of the main content area are two green boxes: "Resources and Information" and "Let us know what you think".

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CENTERS**



# Thank you!

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