



Request for Records Form Procedures

1.0 Purpose

This procedure describes how to fill out the Request for Records form, also known as the retrieval slip. The Request for Records form is used when government bodies are requesting physical files from a GNWT records centre. Government body refers to departments and most public agencies, as listed in the *Archives Act* and *Designation of Government Body Regulations*.

NOTE: The request function in DIIMS is the preferred method for requesting physical files and boxes from the records centres. Use the Request for Records Form to request physical files only when the files are not inventoried in DIIMS. Do not use this form to request entire boxes. Instead, request boxes using the request function in DIIMS. See the DIIMS Records Classifier Guide for more information about requesting files and boxes.

2.0 Overview of the Form

The Request for Records form is used to request a physical file in semi-active storage in a GNWT Records Centre. It is used if the file cannot be requested through DIIMS.

A completed Request for Records form authorizes the records centre personnel to retrieve files or boxes when the form is received from the government body's records management team, or another person authorized to make requests for the government body.

3.0 Completing the Form

3.1 Getting Started

- a. Download the form from the Enterprise Information Management website and open it in Adobe Acrobat or Adobe Acrobat Reader.
- b. *Save As* a new file with a new file name.
- c. Enter the information as outlined in the procedures below.

3.2 Information Required to Complete the Form

In order to complete the form, you will need the **Box Inventory Form** and the **Box Location/Status Listing** or **access to DIIMS** to look up the transfer and box location information. Records management teams can print Box Location/Status Listing as a report from DIIMS.

3.3 Contents of the Form

The records centre requires two copies of the form in order to process your request. Fill out the form in the top half of the page. The information that you enter in the top half of the page will be repeated in the bottom half of the page. When the records centre receives your



request, they will print the form, split it in half, and attach one copy to the retrieved record. ***Do not remove the copy of the form that is attached to the retrieved record.*** It is used to reshelve the item when it is returned to the records centre. The second copy will be placed inside the box to mark where the record was located.

Fill out one form per volume of a physical file. If you are requesting all three volumes of a three volume file, fill out three separate request forms. Otherwise, you will only receive the first volume.

1. **Prefix:** A division prefix is a code that identifies each division in a government body. A list of prefixes is available from your organization's records management team. Enter the prefix that has been assigned to the records that you are requesting. This information is also found on the Box Location/Status Listing.
2. **Department:** Fill in the name of the government body making the request.
3. **Division/Section:** Enter the name of the division that is making the request.
4. **Requested By (Name):** Enter the name of the person who is making the request. The records centre staff will contact this person when the record is ready to be picked up or if there are any problems with the request.
5. **Building/Phone #:** Enter the location and phone number of the person making the request.
6. **Requested for (Name):** Enter the name of the person who is going to receive the record after it has been retrieved. This is for your tracking purposes.
7. **Building/Phone #:** Enter the location and phone number of the person who is going to receive the record after it has been retrieved. This is for your tracking purposes.
8. **File Name:** Enter the name or title of the file being retrieved as it is listed on the Box Inventory Form. Provide as much information as you can so that the records centre staff can identify the correct file.
9. **File and Volume Number:** Enter the file number and volume number as they are listed on the Box Inventory Form.
10. **Temporary Box Number:** Enter this number as found on the Box Inventory Form.
11. **Transfer Date:** Enter the date that the box was received in the records centre, if known. This information is on the Box Location/Status Listing.




12. **Return By:** Indicate how long you expect to keep the record.
- a. If you expect to return it within a few days or weeks (**temporary retrieval** kept up to 90 days), click on the check box next to the *Date* option. Type in the date that you expect to return the record.
 - b. If the record is being **permanently returned** to the government body, click on the check box next to the *Permanent Return/Reactivation* option. A permanent return means the item will be removed from the records centre and cannot be sent back to the records centre unless it is added to a new Transfer.
13. **Box Locator:** Each box is assigned to a location in the records centre, marked by Aisle, Bay, and Shelf. Enter this information here. This is found on the Box Location/Status Listing or by looking up the box properties in DIIMS.
14. **DIIMS Transfer ID:** Enter the Transfer ID associated with the box that contains the records. Each group of boxes transferred to the records centre is assigned a transfer ID. The old format was a four digit number that looked like this: 4556. The format as of 2012 is the prefix followed by a date: PWS09_2014-09-17. This is found on the Box Inventory Form and the Box Location/Status Listing or by looking up the box properties in DIIMS.
15. **DIIMS Box ID:** Enter the DIIMS box ID number. This is a unique identification number that DIIMS assigns to each box. It is found on the Box Location/Status listing or by looking up the box properties in DIIMS.
16. **Name of Records Coordinator:** Enter the name of a records management team member for the government body.
17. **Comments:** Enter any additional information or instructions here.



4.0 Sample Form - Below is an example of a completed form.

Fill out the top half of the page


 Government of Northwest Territories / Gouvernement des Territoires du Nord-Ouest

REQUEST FOR RECORDS SHADED AREA IS FOR RECORDS MANAGEMENT USE ONLY
* Indicates mandatory fields

Prefix *	INF30	Department *	Infrastructure	Division/Section *	Corporate Information Management
Requested by (Name) *	Gabby North	Building/ Phone #	NGB-2 / 123-4567 ext. 88888	Requested for (Name)	Shay Wolf
				Building/ Phone #	NGB-2 / 123-4567 ext. 99999
File Name *	Records Management Committee 2016-17			File and Volume Number	1145-30-01 vol 3
Temporary Box Number *	1	Transfer Date	May 2, 2018		
Box Locator *	A01-02-01	DIIMS Transfer ID*	INF30_2018-04-30		
DIIMS Box ID*	2018123456	Name of Records Coordinator	Ashley Woods		
Comments					

Incomplete requests will not be filed 2018

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