# HQMC ARDB

## 2020 ARCIS End User Guide

How to Create a Records Transfer Request

## **ARCIS Customer Portal:**

https://arcis.archives.gov/arcis/

|  |              | – Ø ×      |
|--|--------------|------------|
| 🗲 🛞 🍘 https://arcis.archives.gov/arcis/start.swe?SWECmd=Login&SWEPL=1&SRN=K7QITQhlwZQTzvgWb3W07ochBS0GxOs6cralHOWbs34b&SWETS=1572894990388 | → 🚔 🖒 Search | ター 分 公 競 🙂 |
| ② 2.ARCIS 9.8.7 On Siebel 15.18 × 1  |              |            |

### THE NATIONAL ARCHIVES





come, TANEIKA KEY from the U.S. Marine Corps.

ay is Monday, November 04, 2019. Please verify that your profile is current.

-ARCIS Online

#### Message from ARCIS

New ARCIS URL: https://arcis.archives.gov

Contact ARCIS Support at 314-801-9300 or email at arcishelp@nara.gov with any questions or problems.

## Select to view or create a records transfer

### ARCIS Help · Contact the ARCIS Help Desk · Read the Online Manuals Get Training **ARCIS News and Information** General ARCIS News and Information About ARCIS ARCIS Deployment Schedule About the Federal Records Centers Records Center Locations

Archives.gov Home Personal Profile | Log Out

¥

Reports

#### 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 National Archives main number: 1-86-NARA-NARA or 1-866-272-6272 ARCIS Help Desk: 314-801-9300

|                                     | -          | ð ×     |
|-------------------------------------|------------|---------|
|                                     | Search D - | 슈 ☆ 🕸 🙂 |
| 🧉 2.ARCIS 9.8.7 On Siebel 15.18 🗙 [ |            |         |

| THE NATIONAL ARCHIVES  | Archives.gov Home          |
|--|----------------------------|
|  | Personal Profile   Log Out |
| Home Records Transfers Reference Requests User Administration Agency Profile   |                            |
|  | Reports V                  |
|  |                            |
| Records Transfers  |                            |
| Actions  CEASEE Cease transfers, out and track the transfers you created.  Cease transfers for which you are the agency contact.  Actions  Cease transfers for which you are the agency contact.  Cease transfers transfers to a different agency contact or approve.  View  File: SECIFIC  Transfers whose properties (record group, charge account, etc.) match those in your profile.  KCY-WIDE  KCY-WIDE KCY-WIDE  KCY-WIDE KCY-WIDE KCY-WIDE KCY-WIDE KCY-WIDE KCY-WID KCY-WIDE KCY-WID KCY-WID K |                            |
| Contact and IS   |                            |

Select to create a new transfer request

### TH[ \/*I*\TIO\J:\LJ\RCHI\[S

#### Home Records Transfes JReference Requests JUser Administration JAgency Profile

| tecords Transfers I Created |                   |              |                    |            |            |                          |             |                        |                                  |   |                     |                     |                     |                       |          |
|-----------------------------|-------------------|--------------|--------------------|------------|------------|--------------------------|-------------|------------------------|----------------------------------|---|---------------------|---------------------|---------------------|-----------------------|----------|
|                             | reate rec«d s tra | OACE         | ansfers youcreated | l.         |            |                          |             |                        | FRC VVOľKS<br>Trackrecords trans | DACE<br>ers that have becoreceived by the | neFRC.              |                     |                     |                       |          |
| Create Re                   | cords Transfe     | r   Query fo | r Records Trans    | fer Export |            |                          |             |                        |                                  |   |                     |                     |                     |                       | 1 - 6016 |
| Trai                        | nsfer#:::         | ecord        | Fiscal             | Charge     | Customer   | DispositionAuthority     | Disposition | Number of Records      | enter Created ';,; S             | atus: Approved by                         | Agency Contact1 ast | AgencyContact First | Agency ApproverLast | Agency Approver First | Copy     |
| > P                         | 27-2020-          | 127          | 2020               | Account    | Reference# | DAA-NU-201 5-0005 -00 52 | Date        | FRC - St.              | ouis S                           | ubmitted                                  | KEY                 | TANEIKA             | KEY                 | TANEIKA               | D£i      |
| >                           | 20-               | 127          | 2020               |            |            |                          |             | FRC-Riv                | r <b>side</b> A                  | oproved                                   | KEY                 | TANEIKA             | KEY                 | TANEIKA               | 00       |
| >                           | 2010              | 1 27         | 2019               |            |            |                          |             | FRC - Atta             | nta A                            | pproved                                   | KEY                 | TANEIKA             | KEY                 | TANEIKA               | 00       |
| >                           |                   | 1 27         | 2019               |            |            |                          |             | FRC-Rive               | rside A                          | pproved                                   | KEY                 | TANEIKA             | KEY                 | TANEIKA               | 00       |
| >                           |                   | 1 27         | 2019               |            |            |                          |             | FRC - WN<br>(Suitland) | RC A                             | pproved                                   | KEY                 | TANEIKA             | KEY                 | TANEIKA               | 00       |
| >                           |                   | 1 27         | 2019               |            |            |                          |             | FRC -St.               | ouis                             | pproved                                   | KEY                 | TANEIKA             | KEY                 | TANEIKA               | 00       |
|                             |                   |              |                    |            |            |                          |             |                        |                                  |   |                     |                     |                     |                       |          |
| ontact A                    |                   |              |                    |            |            |                          |             |                        |                                  |   |                     |                     |                     |                       |          |

Select to create a new transfer request

• ,i C Search..



Menves gov Home Pen,onal PTOfile Log Out

Reports

👻 🔒 🖒 🛛 Search...

(←

#### The is screen will contain prepopulated details, based on your profile. THE NATIONAL ARCHIVES Archives.gov Home Personal Profile | Log Out Home Records Transfers Reference Requests User Administration Agency Profile Reports $\sim$ **Records Transfer** Save and Finish Later Attachments Go Back Continue Help Agency Help Fields marked with \* are required before saving your transfer to finish later. About the Records About the Records About the Agency Personnel About the Transfer Disposition \*Type of Records: Created By: Transfer #: TANEIKA.KEY@USMC.MIL $\mathbf{v}$ Temporary / Permanent TEXTUAL $\sim$ -Select-\* Status: \*Agency Contact Last Name: Vital Records: Mixed Media: Initiated KEY 1. Customer Reference # (optional): Agency Contact First Name: Container Type: Disposition Authority: TANEIKA SIC / Copied from bucket schedule Standard 2 Agency Approver Last Name: \* Record Group: Disposition Date (MM/DD/YYYY): Container Description: 127 Υ. KEY KEY (HOMC) Standard Container \*Charge Account: Agency Approver First Name: End date + retention (1/1/XXXX) Number of Containers: Whole Box Reference Only: otal # of boxes TANEIKA B2917100 12 \*Agency Official Last Name: Branch: Inclusive Start Date (MM/DD/YYYY) RAYER (HQMC Comments: 1<sup>st</sup> date included Agency Defined: Agency Official First Name: Inclusive End Date (MM/DD/YYYY): \*Records Center: ast date included 12 Your Records Center ~ FRC - St. Louis Description of Records: Security Classification: Unclassified (most) ~ Name, Memo or Subject Security Level: Privacy Act: Check if contents are Private / Sensitive Shipment From Address Address Line 1: State: Retiring Office same as Shipment From Address: Check this box $\mathbf{v}$ 3000 PENTAGON DC Your Unit Address Retiring Office: Address Line 2: USA $\sim$ ROOM 2B253 City: Zip Code: WASHINGTON 20350-3000 Save and Finish Later Attachments Go Back Continue Help Agency Help Contact ARCIS Select "Continue" to proceed to the attachment screen / view.

\_ ロ × ァ- 命☆戀 🥴

|  |   |                                       |            |            | — D                    |
|--|---|---------------------------------------|------------|------------|------------------------|
| (A)                            | %<br>%SWEPL=1&SRN=K7QITQhlwZQTzvgWb3W07ochBS0GxOs6cralHOWbs34b&SWETS= | 1572894990388                         | ✓          |            | ター 公 袋                 |
| @ 2.ARCIS 9.8.7 On Siebel 15.18 × 📑                                |   |                                       |            |            |                        |
| THE NATIONAL ARCHIVES  |   |                                       |            |            | Archives.gov Ho        |
|  |   |                                       |            |            | Personal Profile   Log |
| Home Records Transfers Reference Requests User Administration Agen | cy Profile  |                                       |            |            |                        |
| This is you  | r Transfer #, which is to be placed or                                | the box(es) prior to shippir          | lg.        |            | Reports                |
| Records Transfer   |   |                                       | · ð·       |            |                        |
| Transfer #: PT-127-2020-   |   | Customer Reference Number:            |            |            |                        |
| Fiscal Year: 2020  |   | Security Classification: Unclassified |            |            |                        |
| Records Center: FRC - St. Louis                                    |   | Security Level: Std Records-Std St    | orage      |            |                        |
| ок   |   |                                       |            |            |                        |
| Records Transfer Attachments                                       |   |                                       |            |            |                        |
| New Delete   |   |                                       |            |            | No Records             |
| Attachment Name  | Size (In Bytes) \ominus   | Туре 🚔                                | Modified 🚔 | Comments 😓 |                        |
|  |   |                                       |            |            |                        |
|  |   |                                       |            |            |                        |
|  |   |                                       |            |            |                        |
|  |   |                                       |            |            |                        |
|  |   |                                       |            |            |                        |
|  |   |                                       |            |            |                        |
| •  |   |                                       |            |            |                        |
|  |   |                                       |            |            |                        |

Select "New" to all attachment of your inventory / box list(s).

| E https://arcis.archives.gov/arcis/start.swe?SWECmd=Login&SWEPL=1&SRN=K7QITQhlwZQTzvgWb3W07ochBS0GxOs6cralHOWbs34b&SWETS=1572894990388 | ✓                                       | - ⊐ ×<br>۶۰ ⇔ ⇔ ©          |
|--|---|----------------------------|
| 🤗 2.ARCIS 9.8.7 On Siebel 15.18 🗴 📑  |   |                            |
| THE NATIONAL ARCHIVES  |   | Archives.gov Home          |
|  |   | Personal Profile   Log Out |
| Iome Records Transfers Reference Requests User Administration Agency Profile   |   |                            |
|  |   | Reports 🗸                  |
| Records Transfer   |   |                            |
| Transfer #: PT-127-2020-   | Customer Reference Number:              |                            |
| Fiscal Year: 2020  | Security Classification: Unclassified   |                            |
| Records Center: FRC - St. Louis  | Security Level: Std Records-Std Storage |                            |
| ОК   |   |                            |
| Records Transfer Attachments   |   |                            |
| Save Cancel  |   |                            |
| *Attachment Name:  | Comments:                               | ^                          |
| Size (In Bytes):   | Modified:                               | ~                          |
|  |   |                            |
| Contact ARCIS  |   |                            |

Click here to open window to choose your attachment (inventory / box list(s)).

| https://arcis.archives.gov/#SWEApplet1 - A | -    |        | $\times$ |   |
|--|------|--------|----------|---|
| Please specify a File Name:                |      |        | _        |   |
| File Name:                                 |      | Browse |          |   |
|  | Add  |        | cel      |   |
|  | -    | C      | lick "I  | Browse" to find your attachment.              |
|  | Clic | < "Ad  | ld" oi   | nce File Name is selected and in block above. |
|  |      |        |          |   |
|  |      |        |          |   |
|  |      |        |          |   |
|  |      |        |          |   |
|  |      |        |          |   |
|  |      |        |          |   |



|  |       |        | – 0 ×                      |
|--|-------|--------|----------------------------|
| C 🛞 🧭 https://arcis.archives.gov/arcis/start.swe?SWECmd=Login&SWEPL=1&SRN=K7QITQhlwZQTzvgWb3W07ochBS0GxOs6cralHOWbs34b&SWETS=1572894990388 | - ≞ ¢ | Search | ター 🔐 😳                     |
| 🥖 2.ARCIS 9.8.7 On Siebel 15.18 🗴 📑  |       |        |                            |
| THE NATIONAL ARCHIVES  |       |        | Archives.gov Home          |
|  |       |        | Personal Profile   Log Out |
| Home Records Transfers Reference Requests User Administration Agency Profile   |       |        |                            |
|  |       |        |                            |
|  |       |        | Reports 🗸                  |
|  |       |        |                            |

| >       | AUG 2019 SF135   | 13.567                                | doc                       | 11/4/2019 02:53:42 PM |                |    |
|---------|--|---------------------------------------|---------------------------|-----------------------|----------------|----|
|         | Attachment Name  | Size (In Bytes)                       | Type 合                    | Modified 🛆            | Comments       | 11 |
| New     | Delete   |                                       |                           |                       | 1 - 1 of 1 • 1 | 4  |
| Records | Transfer Attachments   |                                       |                           |                       |                |    |
| ОК      |  |                                       |                           |                       |                |    |
| Records | ecords Center: FRC - St. Louis Security Level: Std Records-Std Storage |                                       |                           |                       |                |    |
| Fisc    | al Year: 2020  | Security Classification: Unclassified |                           |                       |                |    |
| Tra     | ansfer #: PT-127-2020-   | Cu                                    | ustomer Reference Number: |                       |                |    |
| Records | Transfer   |                                       |                           |                       |                |    |

Verify your attachment is listed here. Note: All transfers require an inventory / box list.

Deserved a Transferr

Contact ARCIS

|  |  | – 0 ×                     |
|--|--|---------------------------|
| (C) 🛞 🏉 https://arcis.archives.gov/arcis/start.swe?SWECmd=Login&SWEPL=1&SRN=K7 | P- 🔐 😳 🦉                                       |                           |
| @ 2.ARCIS 9.8.7 On Siebel 15.18 ×  |  |                           |
| THE NATIONAL ARCHIVES  |  | Archives.gov Home         |
|  |  | Personal Profile   Log Ou |
| Home Records Transfers Reference Requests User Administration Agency Profile   |  |                           |
|  | Review ALL fields for completion and accuracy. | Reports                   |

About the Records

Container Description:

Number of Containers:

Description of Records:

Inclusive Start Date (MM/DD/YYYY):

Inclusive End Date (MM/DD/YYYY):

Type of Records: TEXTUAL

Mixed Media:

Standard

Container Type:

Standard Container

No

Help Agency Help

About the Agency Personnel

Created By: TANEIKA.KEY@USMC.MIL

KEY

TANEIKA

Agency Contact Last Name:

Agency Contact First Name:

Agency Approver Last Name: KEY

Agency Approver First Name: TANEIKA

Agency Official Last Name:

Agency Official First Name:

| F | Records | Transfer              |             |
|---|---------|-----------------------|-------------|
|   | Edit    | Save and Finish Later | Attachments |

Cancel Transfer Submit to FRC

**About the Records** 

**Disposition Authority:** 

Disposition Date (MM/DD/YYYY):

Whole Box Reference Only:

**Disposition:** 

Temporary Vital Records:

No

No

Comments:

About the Transfer

Transfer #: PT-127-2020 Status: Initiated Customer Reference # (optional):

Record Group: 127

Charge Account: B2917100

Branch:

Agency Defined:

\*Records Center: FRC - St. Louis Security Classification: Unclassified Security Level: Std Records-Std Storage

Privacy Act: No

Shipment From Address Address Line 1: State: Retiring Office same as Shipment From Address: 3000 PENTAGON DC No Address Line 2: Country: **Retiring Office:** ROOM 2B253 USA City: WASHINGTON Zip Code: 20350-3000 Edit Save and Finish Later Attachments Cancel Transfer Submit Help Agency Help **Records Transfer Attachments** 🔄 1 - 1 of 1 💽 | 💷 Modified 🚔 Attachment Name Size (In Bytes) Type 🚍 Comments 🚍 AUG 2019 SF135 13,567 doc 11/4/2019 02:53:42 PM > Contact ARCIS

Select "Submit" to send to HQMC ARDB

| A (a) (a) the second | gWb3W07ochBS0GxOs6cralHOWbs34b&SWETS=1572894990388                  | → 🔒 🖒 Search | <br>・<br>・<br>・<br>・<br>・<br>・<br>・<br>・<br>・<br>・<br>・<br>・<br>・ |
|---|---|--------------|---|
| 🧉 2.ARCIS 9.8.7 On Siebel 15.18 🗙 📑   |   |              |   |
| THE NATIONAL ARCHIVES   |   |              | Archives.gov Home   |
| Home Records Transfers Reference Requests User Administration Agency Profile  |   |              | Personal Profile   Log Out  |
|   |   |              | Reports V   |
| Request Submitted<br>Your records transfer request has been submitted successfully and will be processed by the FRC.  |   |              |   |
| Transfer #: PT-127-2020-  | Customer Reference Number:<br>Security Classification: Unclassified |              |   |
| Records Center: FRC - St. Louis           Return to Records Transfers I Created         Go to Home Page   | Security Level: Std Records-Std Storage                             |              |   |
| Context ARCIS   |   |              |   |

×

This message indicates a successful submission to HQMC ARDB.

| Attps://arcis.archives.gov/arcis/start.swe?SWECmd=Login&SWEPL=1&SRN=K7QITQhlwZQTzvgWb3WO7ochBS0GxOs6cralHOWbs34b&SWETS=1572894990388  | ▲ C Search 오 - 命 ☆ 戀 🙂  |
|---|---|
| 2.ARCIS 9.8.7 On Siebel 15.18 × [   |   |
| IE NATIONAL ARCHIVES  | Archives.gov Home   |
| me Records Transfers Reference Requests User Administration Agency Profile  | Personal Profile   Log Out  |
|   | Reports   |
| Records Transfers I Created   |   |
| My Workspace<br>Create records transfers; edit the transfers you created.   |   |
| Create Records Transfer Query for Records Transfer Export   | 4 1 - 6 of 6  |
| $ Transfer \# \bigcirc Record \\ Group \end{pmatrix} & \bigcirc Fiscal \\ Year \end{pmatrix} & \bigcirc Charge \\ Account \end{pmatrix} & \bigcirc Charge \\ Account \end{pmatrix} & \bigcirc Customer \\ Reference \# \end{pmatrix} \\ Disposition Authority \bigcirc Disposition \\ Date \end{pmatrix} & \bigcirc Disposition \\ Date \end{pmatrix} & \bigcirc Records Center \\ Records Center \end{pmatrix} \\ Created \bigcirc Status \bigcirc Approved by \\ FRC \end{pmatrix} & \bigcirc Agency Conter \\ Name \end{pmatrix} \\ Created \bigcirc Records Center \\ Records Center \end{pmatrix} \\ Created \bigcirc Records Center \\ Records Center \end{pmatrix} \\ Created \bigcirc Records Center \\ Reco$ | ntact Last<br>Name Agency Contact First<br>Name Agency Approver Last<br>Name Agency Approver First<br>Name Copy<br>Transfer |
| PT-127-2020-         127         2020         B2917100         Image: Control of the second secon   | TANEIKA   |
|   |   |
|   |   |
| ontact ARCIS  |   |
| This yellow row should reflect the transfer request you just created.<br>The status column will show as submitted, until forwarded, and approved.   |   |

 $\times$ 

П

Note: Under the "Records Transfers" tab you may also view transfer requests by others at your agency.

| Arcis 9.8.7 On Siebel 15.18 ×  | - ≙ (                                   | C Search | × ◘ –<br>७∰☆∰ <mark>७</mark> |
|--|---|----------|------------------------------|
| THE NATIONAL ARCHIVES  |   |          | Archives.gov Home            |
|  |   | P        | ersonal Profile   Log Out    |
| Home Records Transfers Reference Requests User Administration Agency Profile |   |          |                              |
|  |   |          | Reports V                    |
| Records Transfer   |   |          |                              |
| Transfer #: PT-127-2020-   | Customer Reference Number:              |          |                              |
| Fiscal Year: 2020  | Security Classification: Unclassified   |          |                              |
| Records Center: FRC - St. Louis  | Security Level: Std Records-Std Storage |          |                              |
| ОК   |   |          |                              |
| Records Transfer Attachments   |   |          |                              |
| Save Cancel  |   |          |                              |

Comments:

Modified:

11/4/2019 02:53:42 PM

0

## Screenshot of a completed records transfer request with an attachment.

\*Attachment Name:

Size (In Bytes):

Contact ARCIS

Type:

LAUG 2019 SI 过

doc 13,567 Please contact HQMC ARDB for ARCIS access or support.

HQMCREC-MGR@usmc.mil

(703) 614-1081