HQMC ARDB

2020 ARCIS End User Guide

How to Create a Records Transfer Request
ARCIS Customer Portal:

https://arcis.archives.gov/arcis/
Select to view or create a records transfer
Select to create a new transfer request
The screen will contain prepopulated details, based on your profile.

Select "Continue" to proceed to the attachment screen / view.

<table>
<thead>
<tr>
<th>Your Unit Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Records Center</td>
</tr>
<tr>
<td>Unclassified (most)</td>
</tr>
</tbody>
</table>

- SSIC / Copied from bucket schedule
- 1st date included
- Last date included
- Name, Memo or Subject
- End date + retention (1/1/XXXX)
- Total # of boxes
- Temporary / Permanent
- Privacy Act
- Check if contents are Private / Sensitive
- Check this box
- Retiring Office name as Shipment From Address:
- Retiring Office:
This is your Transfer #, which is to be placed on the box(es) prior to shipping.

Select “New” to all attachment of your inventory / box list(s).
Click here to open window to choose your attachment (inventory / box list(s)).
Click "Browse" to find your attachment.

Click "Add" once File Name is selected and in block above.
Verify the attachment you want is correct here.

Select “Add” to proceed.
Verify your attachment is listed here.

Note: All transfers require an inventory / box list.
Review ALL fields for completion and accuracy.

Select “Submit” to send to HQMC ARDB.
This message indicates a successful submission to HQMC ARDB.
This yellow row should reflect the transfer request you just created. The status column will show as submitted, until forwarded, and approved.

Note: Under the “Records Transfers” tab you may also view transfer requests by others at your agency.
Screenshot of a completed records transfer request with an attachment.
Please contact HQMC ARDB for ARCIS access or support.

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