

# HQMC ARDB

## 2020 ARCIS End User Guide

### How to Create a Records Transfer Request

## ARCIS Customer Portal:

<https://arcis.archives.gov/arcis/>



### 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](mailto:arcishelp@nara.gov) with any questions or problems.

- 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



Select to view or create a records transfer

Records Transfers

Actions

- CREATE**  
Create transfers, edit and track the transfers you created.
- EDIT**  
Edit and track transfers for which you are the agency contact.
- APPROVE**  
Approve transfers created by others.
- REASSIGN**  
Reassign transfers to a different agency contact or approver.

Views

- FILE-SPECIFIC**  
View transfers whose properties (record group, charge account, etc.) match those in your profile.
- AGENCY-WIDE**  
View all transfers from your agency, regardless of their properties.



Select to create a new transfer request

Records Transfers I Created

My Workspace

Create records transfers: edit the transfers you created.

FRC Workspace

Track records transfers that have been received by the FRC.

Create Records Transfer Query for Records Transfer Export

Transfer#	Record Group	Fiscal Year	Charge Account	Customer Reference#	Disposition Authority	Disposition Date	Number of Containers	Records Center	Created	Status	Approved by FRC	Agency Contact Last Name	Agency Contact First Name	Agency Approver Last Name	Agency Approver First Name	Copy Transfer
> PT 127-2020-	127	2020			DAA-NU-2015-0005 -0052			FRC - St. Louis		Submitted		KEY	TANEIKA	KEY	TANEIKA	Dei
> PT 127-2020-	127	2020						FRC - Riverside		Approved		KEY	TANEIKA	KEY	TANEIKA	00
> PT 127-2019-	127	2019						FRC - Atlanta		Approved		KEY	TANEIKA	KEY	TANEIKA	00
> PT 127-2019-	127	2019						FRC - Riverside		Approved		KEY	TANEIKA	KEY	TANEIKA	00
> PT 127-2019-	127	2019						FRC - WNRRC (Suitland)		Approved		KEY	TANEIKA	KEY	TANEIKA	00
> PT 127-2019-	127	2019						FRC - St. Louis		Approved		KEY	TANEIKA	KEY	TANEIKA	00

Select to create a new transfer request

The is screen will contain prepopulated details, based on your profile.

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 Transfer**

Transfer #: [ ]

\* Status: Initiated

Customer Reference # (optional): [ ]

\* Record Group: [ ] **SSIC / Copied from bucket schedule**

\* Charge Account: B2917100 [ ] **End date + retention (1/1/XXXX)**

Branch: [ ]

Agency Defined:

\* Records Center: FRC - St. Louis [ ] **Your Records Center**

Security Classification: [ ] **Unclassified (most)**

Security Level: [ ]

Privacy Act:  **Check if contents are Private / Sensitive**

**About the Records**

Disposition: -Select- [ ] **Temporary / Permanent**

Vital Records:

Disposition Authority: [ ]

Disposition Date (MM/DD/YYYY): [ ]

Whole Box Reference Only:

Comments: [ ] **1st date included**  
**Last date included**

**About the Records**

\* Type of Records: TEXTUAL [ ]

Mixed Media:

Container Type: Standard [ ]

Container Description: Standard Container

Number of Containers: [ ] **Total # of boxes**

Inclusive Start Date (MM/DD/YYYY): [ ]

Inclusive End Date (MM/DD/YYYY): [ ]

\* Description of Records: [ ] **Name, Memo or Subject**

**About the Agency Personnel**

Created By: TANEIKA.KEY@USMC.MIL

\* Agency Contact Last Name: KEY [ ]

Agency Contact First Name: TANEIKA

Agency Approver Last Name: KEY [ ] **KEY (HQMC)**

Agency Approver First Name: TANEIKA

\* Agency Official Last Name: [ ] **DRAYER (HQMC)**

Agency Official First Name: [ ]

Shipment From Address

Address Line 1: 3000 PENTAGON [ ] **Your Unit Address**

Address Line 2: ROOM 2B253 [ ]

City: WASHINGTON [ ]

State: DC [ ]

Country: USA [ ]

Zip Code: 20350-3000 [ ]

Retiring Office same as Shipment From Address:  **Check this box**

Retiring Office: [ ]

Save and Finish Later Attachments Go Back Continue Help Agency Help

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

Records Transfer

Transfer #: PT-127-2020-XXXXXXXXXX This is your Transfer #, which is to be placed on the box(es) prior to shipping.

Fiscal Year: 2020

Records Center: FRC - St. Louis

Customer Reference Number:

Security Classification: Unclassified

Security Level: Std Records-Std Storage

OK

Records Transfer Attachments

New Delete

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

No Records

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

**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

**Records Transfer Attachments**

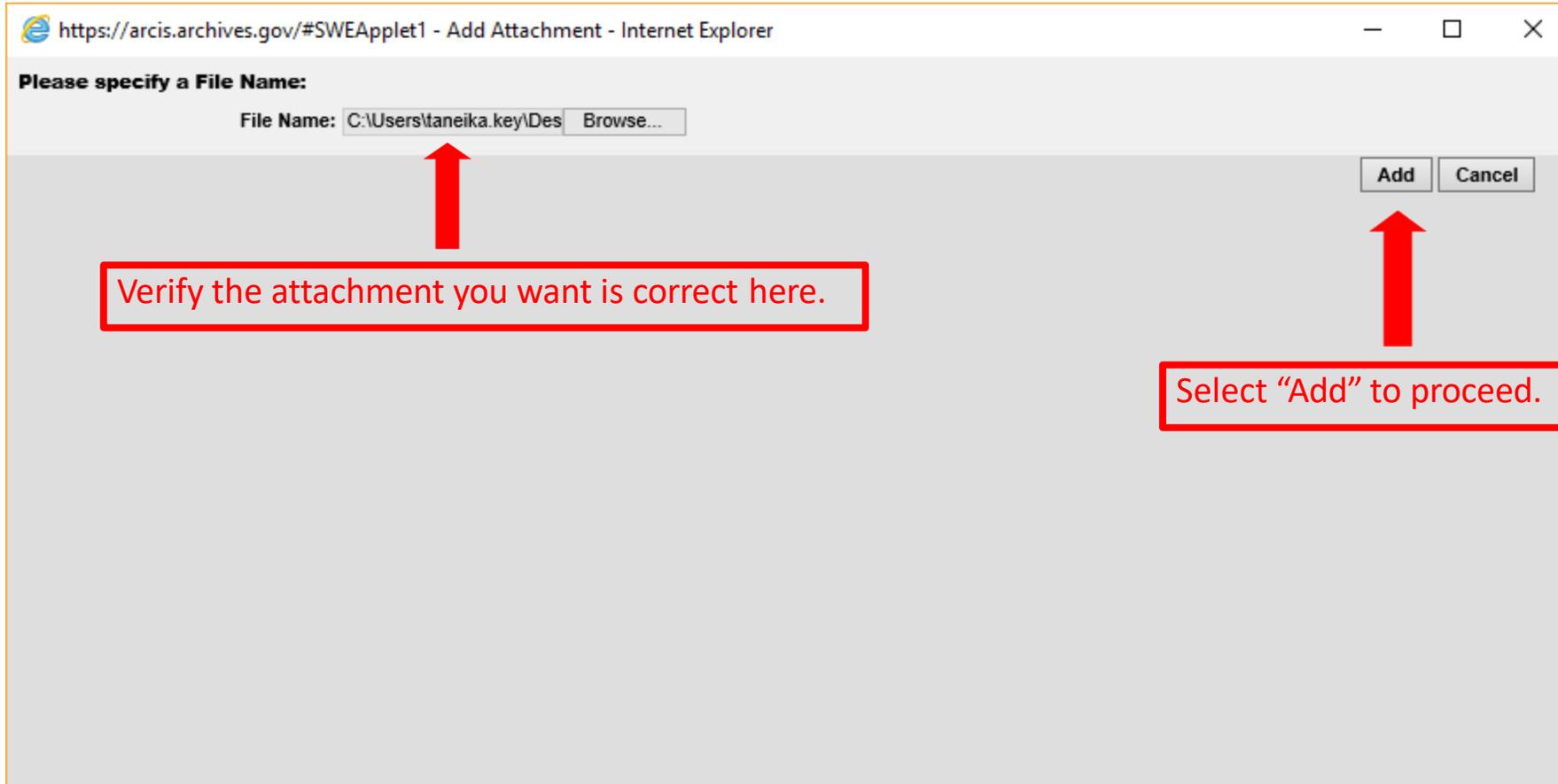
*Attachment Name:	<input type="text"/>	<input type="button" value="📎"/>	Comments:	<input type="text"/>
Type:			Modified:	
Size (In Bytes):				

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.



Records Transfer

Transfer #: PT-127-2020-  
Fiscal Year: 2020  
Records Center: FRC - St. Louis  
OK

Customer Reference Number:  
Security Classification: Unclassified  
Security Level: Std Records-Std Storage

Records Transfer Attachments

New Delete

1 - 1 of 1

Attachment Name	Size (In Bytes)	Type	Modified	Comments
AUG 2019 SF135	13,567	doc	11/4/2019 02:53:42 PM	

Contact ARCIS



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

Review ALL fields for completion and accuracy.

Records Transfer Edit Save and Finish Later Attachments Cancel Transfer Submit to FRC Help Agency Help

**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

**About the Records**  
Disposition: Temporary  
Vital Records: No  
Disposition Authority:  
Disposition Date (MM/DD/YYYY):  
Whole Box Reference Only: No  
Comments:

**About the Records**  
Type of Records: TEXTUAL  
Mixed Media: No  
Container Type: Standard  
Container Description: Standard Container  
Number of Containers: 1  
Inclusive Start Date (MM/DD/YYYY):  
Inclusive End Date (MM/DD/YYYY):  
Description of Records:

**About the Agency Personnel**  
Created By: TANEIKA.KEY@USMC.MIL  
Agency Contact Last Name: KEY  
Agency Contact First Name: TANEIKA  
Agency Approver Last Name: KEY  
Agency Approver First Name: TANEIKA  
Agency Official Last Name:  
Agency Official First Name:

Shipment From Address

Address Line 1: 3000 PENTAGON  
Address Line 2: ROOM 2B253  
City: WASHINGTON

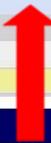
State: DC  
Country: USA  
Zip Code: 20350-3000

Retiring Office same as Shipment From Address: No  
Retiring Office:

Edit Save and Finish Later Attachments Cancel Transfer Submit Help Agency Help

Records Transfer Attachments

Attachment Name	Size (In Bytes)	Type	Modified	Comments
> [REDACTED] AUG 2019 SF135	13,567	doc	11/4/2019 02:53:42 PM	



Select "Submit" to send to HQMC ARDB

**Request Submitted**  
Your records transfer request has been submitted successfully and will be processed by the FRC.

Transfer #: PT-127-2020-  
Fiscal Year: 2020  
Records Center: FRC - St. Louis

Customer Reference Number:  
Security Classification: Unclassified  
Security Level: Std Records-Std Storage

[Return to Records Transfers I Created](#) [Go to Home Page](#)



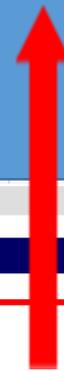
This message indicates a successful submission to HQMC ARDB.

My Workspace: Create records transfers; edit the transfers you created.

FRC Workspace: Track records transfers that have been received by the FRC.

Create Records Transfer | Query for Records Transfer | Export 1 - 6 of 6

Transfer #	Record Group	Fiscal Year	Charge Account	Customer Reference #	Disposition Authority	Disposition Date	Number of Containers	Records Center	Created	Status	Approved by FRC	Agency Contact Last Name	Agency Contact First Name	Agency Approver Last Name	Agency Approver First Name	Copy Transfer
PT-127-2020- [redacted]	127	2020	B2917100		[redacted]	[redacted]	1	FRC - St. Louis	[redacted]	Submitted		KEY	TANEIKA	[redacted]	[redacted]	[redacted]



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.**

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
<input type="button" value="OK"/>	

Records Transfer Attachments

* Attachment Name:	██████ AUG 2019 S ██████	Comments:	<input type="text"/>
Type:	doc	Modified:	11/4/2019 02:53:42 PM
Size (In Bytes):	13,567		

Screenshot of a completed records transfer request with an attachment.

Please contact HQMC ARDB for ARCIS access or support.

[HQMCREC-MGR@usmc.mil](mailto:HQMCREC-MGR@usmc.mil)

(703) 614-1081