

Standard Operating Procedure

L2 Box Re-Inventory

“Legacy records” are those inventoried several years ago, when the metadata requirements were not well understood. The project to re-inventory these records is known as the “L2 project”.

They can be done by sampling; see BOX SOP - L2 Box inventory by sampling

Procedure

In the Autonomy Records Manager system,

1. Change Status to “BOXED ON SITE.”
2. Delete content of Box Description field.
3. If any folders or Redwelds are associated with the box, update the Folder Type from “ZCON” to “Folder”, “Redweld”, or “Box” as appropriate.
 - a. For information: The term “ZCON” is sometimes also found under Records Series (see 6 (b), below).
4. Copy the description from the Folder Title and/or Folder Description field to the Box Description field.
 - a. Delete the detailed description from the Folder Description field.
 - b. Copy the inventory information only. Do not include information related to the imported data (IADB or See Comments or NYC EDC GOV). Also do not copy over the date range information that is for the most part erroneous (Date Range: From 1/1/1988 To: 1/1/1988). Do not replicate “bad data.”
5. The L2 Folder metadata listed below is often unreliable. The box and folder content are likely to require re-inventory.
 - a. Department.
 - b. Owner.
 - c. Description.
6. The L2 metadata listed below is almost invariably unreliable. The folder content must be re-inventoried.
 - a. Dates.
 - b. Record Series.
7. Assign Department name and Project Central number, at the box level.
 - a. Department: if the department is not clear,
 - i. Use the terms “Public Development Corporation (PDC)” or “Financial Services Corporation (FSC)”. These are predecessor entities.
 - ii. Look for “historical” names of existing departments. For example,
 1. “CATL” is now “CAP” (Capital Programs).
 2. “ASST” is now “AM” (Asset Management).
 - b. Project: get the project number from Project Central. There are no Project Numbers before the creation of the Project Central tracking system. The oldest Project Central numbers were removed from the database when EDCis was updated in 2015. See notes at the end of this document to access a spreadsheet containing the old Project Central numbers. If the project precedes the creation of the Project Central tracking system, use the term “General”.
 - c. Owner (optional): locate the “Owner” in the Owner field Lookup menu; that person may still be employed at EDC (although not necessarily in the same department).

ALL BOXES

Re-inventory at the folder level. Match to pattern, if one is available: <..\Patterns\RM Data Entry Patterns.docx>

- Folder Type.
- Folder Title.
- Folder Owner: (only if already in ARM), **OR** enter Owner name in Folder Description field.
- End Date: date of most recent record in the folder.
- Status: once the Box status is changed (see 1 above), the Folder Status should match.
- Record Series.
- Location: delete existing data in Location field.
- Folder Event Date: for record series that require an event date and the date is available.

BOXES WITH EVENT-BASED DESTRUCTION (such as Bond Books and Compliance Reds)

In addition to the above steps, boxes with event-based (rather than time-based) retention periods must be checked to ensure that their project is inactive and that a period of 6 years has passed since their termination/retirement.

- Log into Project Central and go to the COMP Portfolio & Project Management database.
- Once in the Compliance database, hover over Manage and click Projects.
- Search for the project name.
- Filter by Project Name/AKA and select “contains”; check off “Include ‘Inactive’ Projects” and “Include ‘All Projects.’”
- Determine if the project has been retired or terminated, and add that date to the Folder Event date in ARM.

ALL BOXES

8. Print all folder labels, and affix to the top right corner of each folder.
9. Review Box Name field.
10. Change Status to “OFFSITE” and assign a space in the 1-3 row. Each analyst has been assigned his or her own shelf in the 1-3 row.
 - a. To determine destruction eligibility: If 100% of the folders have exceeded their time-based or event-based retention period, then the box should be reviewed for eligibility.
11. Print out the Box Content Form report in ARM and place the box and the report in your shelf in the 1-3 row in the shelving area.
 - a. Boxes with time-based retention periods require the Box Content Form print-out; boxes with event-based retention periods require the Box Content Form – Event print-out.

Notes

Spreadsheet containing old Project Central numbers no longer available on EDCis is located here: <O:\Loans and Contract Event Dates\Missing Project Numbers.xlsx>