



Retired Records Inventory Management System (RIMS)

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US Department of State
Bureau of Administration
Global Information Services
Office of Information Programs and Services
Records and Archives Management Division (A/GIS/IPS/RA)



What is RIMS

Retired Records Inventory Management System

- RIMS manages the retired records assets of the Department of State throughout their lifecycle.
- Desktop access to RIMS by over 400 researchers involved in public and Government access requests – ensuring complete, accurate, and timely searches for our customers.



Introduction/Overview

- **U.S. Department of State:**
 - Consists of nearly 500 domestic offices and 250 overseas posts.
 - The Records and Archives Management Division has responsibility for records management activities across the Department, including the Records Service Center.
- **Records Service Center (RSC):**
 - State's centralized records center receiving all non-consular retired records worldwide.
 - Processes up to 1,000 incoming retirements of records (lots) per year.
 - The Department uses a Records Retirement form (called a DS-693) that lists metadata and includes a folder list of the contents of each box retired.



Problems that needed to be solved

- **Manual Processing**

- Paper filing of retirement manifests with manual updating
- Poor tracking capability
- Lack of an adequate management control mechanism

- **Manual Searching**

- Time-consuming
- Incomplete results
- Inconvenient for researchers

- **Oversight**

- Difficult to assess retirement practices of offices/posts
- Difficult to review work of records center staff



RIMS Solves Management and Search Issues

- RIMS provides an essential tool for Records Managers
 - Electronically manages retired records
 - Enables managers to easily monitor retirement practices
 - Powerful tool to conduct research projects and identify records 25 years or older
 - Reports for monitoring records center operations
- Faster and complete searches - RIMS is now used for all retired records searches
 - Search time for FOIA and other requests is dramatically reduced, thus ensuring more timely and complete responses
 - Retired records are easily located preventing unnecessary search taskers to offices and posts



Implementation of RIMS

- Implemented in phases:
 - Began scanning and data entry of metadata in 2011
 - Developed processing database
 - Completed search database in early 2012
- Followed the IT systems development lifecycle
- GANTT charts and project plans and pilot/testing for each stage
- Full-spectrum requirements identified (not limited to RM only)
- Collaborative effort with IT, records managers, FOIA, and other stakeholders



System Architecture

- **RIMS Components:**

- **Data and Image Capture:**

- One Microsoft SQL server at the records center
 - Microsoft Access front end with PDF viewer for the scanned manifests.

- **Search and Retrieval:**

- One virtual server at the records management location in D.C.
 - Web-enabled search and retrieval front end includes Autonomy Search Engine and Microsoft ASP.NET Framework
 - Updates made on the processing front end appear in the search front end within seconds

- **Scanning:**

- Manifests are scanned into RIMS using Kofax scanning software



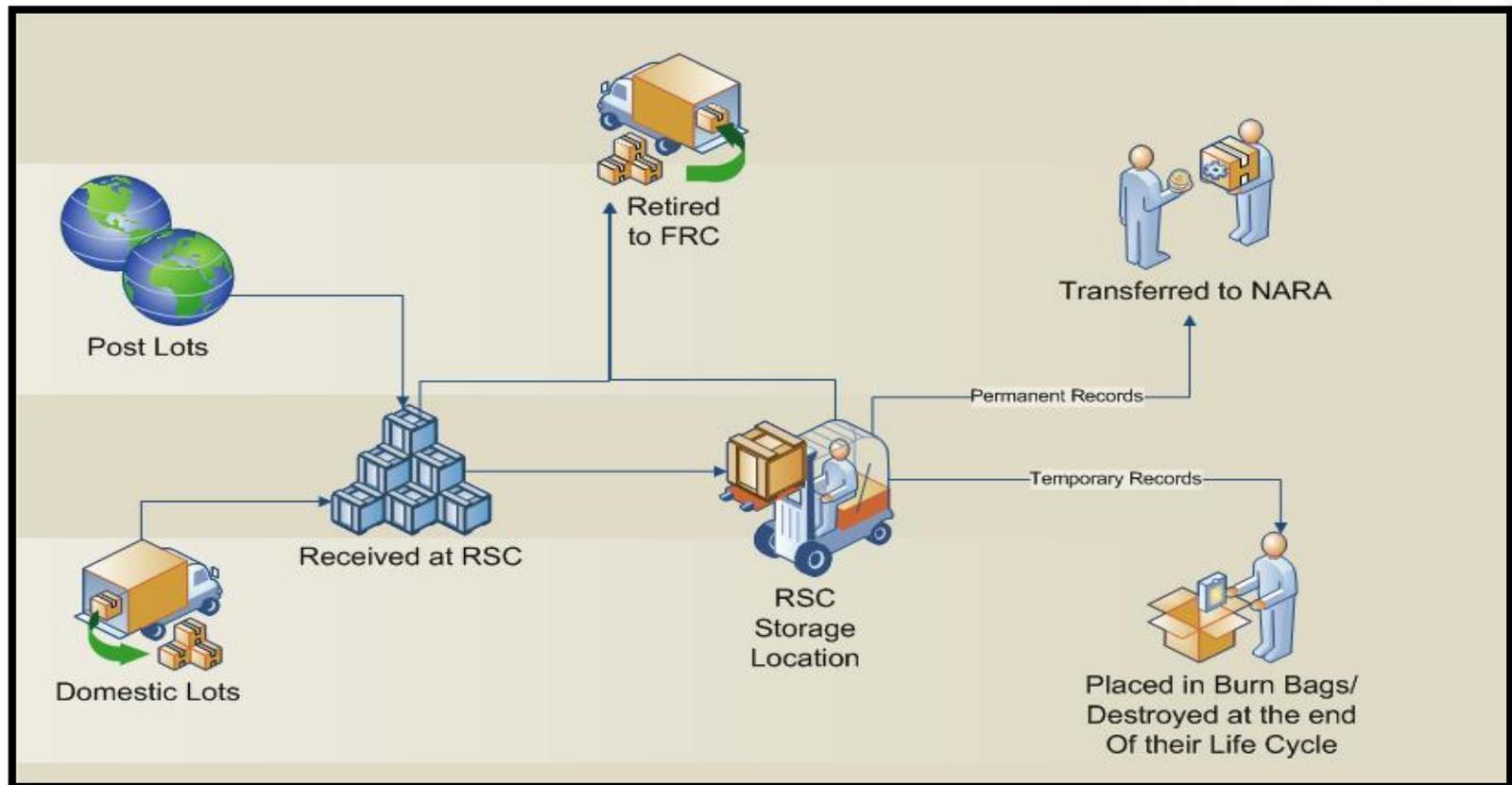
Technical Specifications

- Contents
 - Metadata for all lots retired to the RSC from 1940s to the present – more than 46,000 records and growing
 - Full-text searchable scanned records manifests from 1970 to the present
 - more than 30,000 records so far
- Capabilities
 - Tabbed user interface
 - Field sorting
 - Multi-field searching
 - Desktop access to over 400 users for RIMS search and RM desktop access to the processing front end
 - Links to records schedules, record retrieval forms, training slides and instructions



RIMS Processing Front-End

- RSC uses the RIMS processing front end to automate and streamline processing and tracking of retired State Department records





RIMS Processing Front End

- Options are based on processing stages
- Major processing modules include:
 - Logging in new lots
 - QC/editing of metadata
 - Destruction processing
 - Retirement to an FRC
 - Accessioning lots to NARA
- Additional Modules include:
 - Records retrieval processing
 - Box run tracking
 - Reports (Admin Menu)

The screenshot shows the RIMS Main Menu interface. At the top, there are two tabs: "RIMS Main Menu" and "RIMS Search Menu". Below the tabs is the Department of State seal and the title "Retired Records Inventory Management System". The user is logged in as "weaverme". The main content area asks "What would you like to do?" and lists several options in buttons: "Enter a new DS-693", "Search DS-693 data to edit", "Escort Log", "Charge Out", "Box Runs Log", "Go to Admin Menu", and "Close RIMS Database". A vertical "Navigation Pane" is visible on the left side of the interface. At the bottom, the date and time are "Thursday, May 17, 2012 10:01:00 AM" and the version is "ver 1.3".



Log In Module

RIMS Main Menu DS693 Login Module

DS693 Login Module Close Module

* Lot Number: Date Received:

Start Year: End Year:

Classification: Date Processed:

Originating Unit: Form Submitter's Date:

Series Number: Principal Officer's Name:

* Media Type: NARA Disposition Authority:

Subject:

Keywords:

Date DS693 Revised: Date DS693 Provided to Orig. Unit: Num Boxes:

Temp or Perm: Date Eligible for Destruction: Date Reboxed:

Date Eligible for Transfer:

Status: RSC Location:

Files: File Size:

Comments:

A "*" indicates a required field



Edit Module

DS693 Edit Module

Editing Lot Number: 2012F0144

Lot Number: 2012F0144 Date Received: 9/7/2012

Start Date: 2005 End Date: 2009

Lot Year: 2012 Date Processed: 9/7/2012

Classification: Unclassified Form Submitter's Date: 7/11/2012

Originating Unit: Pretoria Principal Officer's Name:

Series Number: B-01-004-01a NARA Disposition Authority: N1-084-97-1/6a

Subject: Economic Program Files

Keywords:

Date DS693 Revise: 9/7/2012 Date DS693 Provided to Orig Uni: Nm Boxes: 5

Temp or Perm: Permanent Date Eligible for Destruction: Date Reboxed: 9/7/2012

Date Eligible for Transfer: 1/1/2035 Accession #:

Media Type: Paper Status: RSC Location: Florida Room

Files: File Volume:

Comments:

PDF Path (Click link to open): \\aipswashdcap03\export\00008C0D.pdf

U.S. Department of State
RECORDS RETIREMENT

Information Programs and Services (AIGIS/IPS/RA/RSC) Washington, DC 20520 Telephone: (703) 923-6450 Fax: (703) 923-6461		Location
1a. Bureau/Post AF AmEmbassy Pretoria	1b. Office	
1c. Division	1d. Branch	
2. Building and Room Number Chancery - CAA		
3a. Name of Person Retiring Records Vienna Baganz		
4a. Name and Title of Officer in Charge or Bureau/Post Records Coordinator James Norton, IMO, Records Coordinator	4b. Signature	
5. Description of Records Economic Program Files (2005-2009)		
6. Classification/Special Handling Requirements (Check highest security classification and state any special handling requirements like "Privacy, RO/FRD, SCI, etc.") <input type="checkbox"/> Top Secret <input type="checkbox"/> Secret <input type="checkbox"/> Conf. <input checked="" type="checkbox"/> Uncl. <input type="checkbox"/> Special Handling		
7. Number of Boxes 5	8. Date From (mm-dd-yyyy) 01-10-2005	9. Date To (mm-dd-yyyy) 12-31-2009
10. Activity of Record <input type="checkbox"/> Semi-Active <input checked="" type="checkbox"/> Inactive		



Other Modules



RIMS Record Edit Search Menu

Search for Lot Number(s) to edit:

Close Module

Lot Number: (Note you can use "*" as a wildcard character, eg. 10F* or 04D1* etc...)

Subject contains: Status:

Series Contains: Disposition Contains:

Date Eligible for Destruction is within: days from today Post / Bureau contains:

Date Eligible for Transfer is within: days from today Accession Number contain: Principal Officer Contains:

Search

Select All Results

De-Select All Results

Clear Search

Classification:

Search has returned: 100 records. There are currently 0 selected.

Lot Number	Lot Status	RSC Location	Start Year	End Year	Accession	Subject	Boxes	Orig Unit	Elig Dest Date	Elig Trans Da
2012D0309	RSC	Loading Dock	2011	2011		Completed USCIS FOIA Referral Cases	14	A/GIS/IPS/RRT	1/1/2018	
2012D0310	RSC	6922-6923	2007	2011		Time & Attendance	2	S/P	1/1/2018	
2012D0311	RSC	5831	2010	2011		Completed USCIS FOIA Referral Cases	1	A/GIS/IPS	1/1/2017	
2012D0312	RSC	5456	2011	2011		Chronological Files - Under Secretary f	1	S/P		1/1/2042
2012D0314	RSC	14819-14821	1970	2011		Subject Files	3	L/FO		1/1/2041
2012D0315	RSC	12611-12612	2002	2010		Subject Files	2	L/FO		1/1/2041
2012D0316	RSC	17512-17513	1975	2010		Subject Files	2	L/OES		1/1/2041
2012D0317	Retired to FRC		2008	2008	059-12-0517	Drawings and Specifications - Drawing	8	OBO/PDCS		1/1/2034
2012D0319	RSC	4283-4289	2010	2012		Completed USCIS FOIA Referral Cases	7	A/GIS/IPS/RRT	4/1/2018	
2012D0320	RSC	3802-3803	2008	2010		Travel Vouchers	2	S/P	1/1/2013	
2012D0321	RSC	8787-8796	2012	2012		Secretary's Chronological File - Secret	10	S/ES-CR		1/1/2043

Destruction Module

Retire to FRC Module

Edit DS 693 Data

Accession to NARA Module

Modules



Reports Module

- Reports module allows management to run reports on various processes
 - Can proactively identify trends and weak spots and address them before they become problems
 - Reports based on government inspection criteria

The screenshot displays the RIMS Reports Module interface. At the top, there are navigation tabs for 'RIMS Main Menu', 'RIMS Search Menu', 'RIMS Admin Menu', and 'Reports Module'. The 'Reports Module' tab is active. Below the tabs, the title 'Reports Module' is displayed, along with a 'Close Form' button. The main content area is organized into several sections, each containing report options and a corresponding table link. A vertical 'Navigation Pane' is visible on the left side of the interface.

Report Name	Table Link
Event Report by Date Range	Event Table
Event Report by Date Range / Type	
DS 693 Revised by Date Range	RSC Master Table
DS 693 Provided to Orig Unit by Date Range	
Emergency Chargeout by Date Range	Charge Out Table
Routine Chargeout by Date Range	
Retirement Submitted by Date Range / Type	RSC Master Table
Retirement Approved by Date Range / Type	
Retirement Delivered by Date Range / Type	
Destroyed by Date Range	
Lots Processed by Date Range / Type	
Escorts by Month	Escorts Table
Box Runs by Month	Box Run Table
Lots with no scanned DS693	



RIMS Search Front End

- Authorized users can search both the full-text DS-693 forms and the metadata fields in the RIMS database.
- By automating Searching, RIMS increases ...

- Electronic results available in seconds
- Links to request forms to complete and send immediately

Speed



- Searches all possible data at once, across multiple fields
- Multiple people can access same information

Accuracy



- Searches at desktop
- Saved results
- Electronic results and box requests

Convenience





Accessing RIMS Search Front End



Department of State: A/GIS/IPS

RIMS Search^{v3.4}

[TAGS](#) | [Forms](#) | [Records Schedules](#) | [Help](#) | [Contact](#)

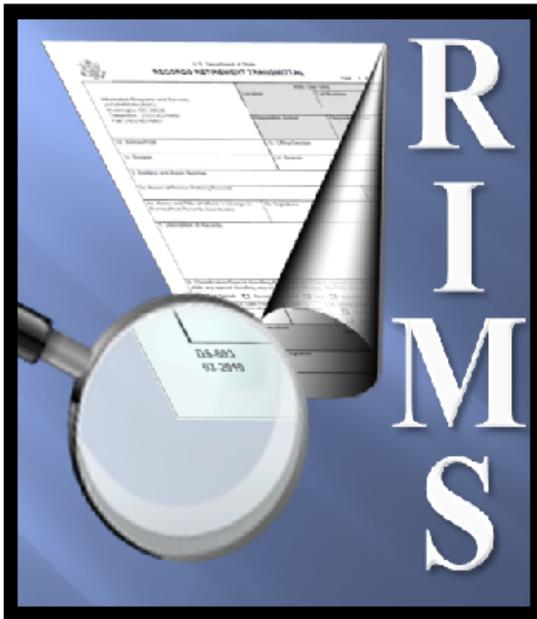
Enter a query...

Search

[Advanced Search](#)

This page may contain SBU/PII Information

About RIMS



Welcome to the Retired Records Inventory Management System (RIMS)

RIMS is a searchable database that automates the processing of records retired to the Records Service Center (RSC), and tracks the status of all boxes received at the RSC from the point of receipt to ultimate disposition. IPS users can search both the full-text DS-693 forms and the metadata (i.e., database fields) in the RIMS database.

RIMS contains the following:

- Metadata about each lot retired to the RSC since the 1940's
- Full-text, searchable, DS-693 forms from 1970 to the present

RIMS only contains information about records that have been retired through the RSC via a DS-693. RIMS does NOT contain information about active records located currently in DOS offices or records that have been destroyed onsite at DOS offices. It also does NOT contain information about retired records that were retired directly to the WNRC or another Federal Records Center (FRC) such as in the case of passport and visa applications, and a few other types of records that were sent directly to a FRC.

Instructions: To search BOTH the metadata and the full-text DS-693, enter your search term(s) above and hit enter. To search specific fields within the database, click on the Advanced Search Option.

Click here for [What's New](#)

Click here for [Search Help and Tips](#)

Click here for [Training Slides](#)

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Searching RIMS – Basic Search

- **Search by keyword or phrase**

- **Keyword**

Department of State: A/GIS/IPS
RIMS Search_{v3.4}
rome [Advanced Search](#)
This page may contain SBU/PII Information

- » Case does not matter
- » Searches metadata and full-text DS-693

- **Phrase**

Department of State: A/GIS/IPS
RIMS Search_{v3.4}
"panama canal" [Advanced Search](#)
This page may contain SBU/PII Information

- » Phrase is encased in quotation marks



Basic Search – Limited to One Field

- Type keyword or phrase
- Select field to search
 - Will search metadata only
 - Search will execute as soon as field is selected

Department of State: A/GIS/IPS
RIMS Search v3.4

science Search **Advanced Search**

This page may contain information

Subject
Lot Number
Originating Unit
Disposition Number
Series Number
Temp or Perm
Classification
Accession Number
Status

About RIMS

Welcome to the Records Inventory Management System (RIMS)

RIMS is a searchable database of records retired to the Records Service Center (RSC), and tracks the disposition of records. IPS users can search for records in the RIMS database.

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Refining a Search

- Search within results by typing a different keyword or phrase in the search box

Department of State: A/GIS/IPS
RIMS Search_{v3.4}

[TAGS](#) | [Forms](#) | [Records Schedules](#) | [Help](#) | [Contact](#)

Enter a query... Search [Advanced Search](#)

This page may contain SBU/PII Information

[About RIMS](#) | [Search Results](#)

You searched for: science:{Subj

Refine Search: conference search

Actions	Originating Unit	Start Date	End Date	Lot #	Disposition Nu...	Status
	Tokyo	Political Program Files - Science	1992	1993	1996F0384	N1-084-96-3/3 Retired
	Madrid	Political Program Files - Science	1994	1994	1996F0508	N1-084-97-1/5a Retired
	Beijing	Political Program Files - Science	1994	1994	1996F0645	N1-084-97-1/5a Retired
	Belgrade	Political Program Files - Science	1979	1992	1996F0018	N1-084-97-1/5a Retired
	Paris	Political Program Files - Science	1993	1993	1996F0462	N1-084-97-1/5a Retired
	Tokyo	Political Program Files - Science	1993	1993	1996F0317	N1-084-97-1/5a Retired
	Paris	Political Program Files - Science	1994	1994	1996F0327	N1-084-97-1/5a Retired
	OES/APT/SEP	US-USSR Agreements: Science and Technology	1971	1975	1978D0349	RSC
	Paris	Principal Officer's Program Files - United Nations Educational, Science and ...	1994	1994	1996F0494	N1-084-97-1/1 Retired
	New Delhi	Political Program Files - Science	1990	1995	1997F0161	N1-084-97-1/5a Retired
	Paris	Political Program Files - Science	1991	1991	1995F0209	N1-084-97-1/5a Retired
	Paris	Political Program Files - Science	1992	1992	1995F0207	N1-084-97-1/5a Retired
	Rome	Political Program Files - Science	1993	1993	1995F0270	N1-084-97-1/5a Retired
	Beijing	Political Program Files - Science	1995	1995	1997F0061	N1-084-97-1/5a Retired
	Geneva	Mission Central Subject Files - Science and Technology	1996	1996	2001F0140	NC1-084-78-6/1 Retired
	IEP	Facilitation effected by Personnel concerned with Science and Technology...	1945	1949	1951D0310	Destroyed

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Displaying 1 - 25 of 122



Navigating the Results Screen

- Columns can be sorted A-Z or Z-A as well as added or removed from view.
- Can view metadata by clicking on blue icon on extreme left of first result and view PDF by clicking on the PDF icon.

Department of State: A/GIS/TPS
RIMS Search v3.4
Enter a query... Search Advanced Search
This page may contain SBU/PII Information

About RIMS Search Results (x)

You searched for: science:{Subject} AND conference
Refine Search: Search within results... Search

Actions	Originating Unit	Subject	Start Date	End Date	Lot #
	RPA	International Conference Administration Files - Inter-American Institute of A...	1948		
	IO/SCT	Atmospheric Science Technology Files	1951		
	ARA/USOAS/EO	Agricultural Science	1961		
	IO/UNESCO	UNESCO Natural Science Files	1962		
	OES/OFA/MST	Marine Science and Intergovernmental Oceanographic Commission	1964	1975	1976
	SCI/SA	Antarctica, Middle East Science Files	1964	1970	1971
	Cairo	Science	1964	1975	1980
	IOP/C	Science and Space Files	1964	1970	1974
	SCI	Marine Science Council	1965	1970	1971
	EA/PHL	Administravtive and Science Files	1966	1966	1971
	EA/ROC	Science Education and Training	1966	1968	1970
	SCI	General Science Files	1967	1971	1973
	CI	Water for Peace and Science	1969	1971	1972
	mscow	Science	1974	1976	1978
	ST	Records of the Office of the U.S. Coordinator for the UN Conference on Sc...	1977	1979	1980
	de	Political Program Files - Science	1979	1992	1996

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Sorting menu for End Date:
Sort Ascending
Sort Descending
Columns

Metadata list:
Actions
Originating Unit
Subject
Start Date
End Date
Series Number
Lot #
Temp or Perm
Disposition Number
Classification
Comments
Accession Number
Status
Date Delivered to NARA
Date Destroyed
Date Eligible for Destruction
Date Eligible for Transfer
Date on Form
Date Sent to FRC
Date Reviewed by SR
Keywords
Media Type
Number of Boxes
Officer's Name



Searching within the PDF

- Can search the PDF by using the inherent search capability
- Lists instances and highlights search term(s) in context

The screenshot shows a PDF viewer interface. On the left, a search panel is visible with the text "science" entered. The search options include "Whole words only" (checked), "Case-Sensitive", "Include Bookmarks", and "Include Comments". The search button is labeled "Search". Below the search panel, there are links for "Show More Options" and "Find a word in the current document".

The main content is a "RECORDS RETIREMENT TRANSMITTAL" form from the U.S. Department of State. The form includes the following information:

- IRM Programs and Services, Records Service Center (A/RPS/IPS/CR/RSC), Washington, DC 20520
- Telephone: (703) 274-0030, Fax: (703) 274-0080
- 1a. Bureau/Post: State Department, Nonproliferation Bureau
- 1c. Division: Science Centers Program
- 2. Building and Room Number: Harry S. Truman Building, 2201 C St, N.W., Room 1480
- 1b. Office/Section: Office of Proliferation Threat Reduction
- 1d. Branch: Program
- Location: ON FLOOR
- Lot Number: 010490
- Disposition/Action: TRANSFER TO WNRU
- Disposition Date: 12/1/04
- 69-03-0026
- Destroy: 1/1/12

A handwritten note "NP/PT" is circled in the bottom right corner of the form.

The screenshot shows a PDF viewer interface with search results. The search panel on the left displays "Looking For: science in the current document" and "Results: 1 documents with 22 instances". A "New Search" button is visible. Below the search panel, a search result is shown for "Science and Technology Center in Ukraine".

The main content is a "RECORDS RETIREMENT TRANSMITTAL" form for document A240411a. The form includes the following information:

- A240411a: Proposals submitted by companies, universities, individuals, etc., identifying projects consisting of scientific experiments, research and studies to be undertaken by the International Science and Technology Center (ISTC) located in Moscow, Russia, and the Science and Technology Center in Ukraine (STCU) located in Kiev, Ukraine.
- Description: Proposals that were funded by the United States and have been completed as of early 2001.
- 6. Classification (Check highest security classification of the records being retired):
 - Top Secret
 - Secret
 - Conf.
 - Uncl.
 - Other
- 7. No. of Boxes: 20
- 8. Date From: 01-01-1994
- 9. Date To: 06-30-2001
- 10. Activity of Records:
 - Semi-Active
 - Inactive
- 11. Disposition Authority Number: A 240411A, N1-59-93-3/1A
- Special Disposition Instructions: RETIRE TO RSC WHEN 3 yrs old. DESTROY WHEN 10 yrs old.



Advanced Search

Using Pre-Set Fields

Date Range
Year: 2000 to 2012

Search Criteria

Originating Unit: bangkok

Subject:

Disposition #:

Series #:

Lot#:

Temp/Perm: temporary

Classification:

Accession #:

Status:

Add Multiple Criteria

Select a field... = Enter search text... Add Remove

Search Close Clear

Adding/Removing Fields

Date Range
Year: 2000 to 2012

Search Criteria

Accession Number

Classification: bangkok

Comments

Date Delivered to N...

Date Destroyed

Date Eligible for Dest...

Date Eligible for Tran...

Date Received: temporary

Date Reviewed by SRP

Date Sent to FRC

Date on Form

Disposition Number

End Year

Full-Text

Keywords

Full-Text = vouchers Add Remove

Search Close Clear



Questions?





Contact Information

Point of Contact	Phone and Email
<u>Tasha Thian</u> Agency Records Officer	202-261-8424 thiantm2@state.gov
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