



COLLEGE
of the DESERT

Records Storage Transmittal eForm: Submission & Approval Process User's Guide

Abstract

This user's guide describes the Records Storage eForm and the transfer of records to the Records Retention Center.

Table of Contents

Introduction	2
Purpose	2
Records Storage Box & Label	2
Records Retention Center	3
Contact.....	3
Records Storage Submittal Process Overview	4
Submittal Process Details	6
Step 1: Records Submittal eForm Submission	6
Step 2: Successful Submission & Box Label Generated	6
Step 3: Director Approval	8
Step 4: Director, Auxiliary Services, Contracts and Purchasing Approval	9
Step 5: Submitter Notification—eForm Approved	10
Step 6: Warehouse Operator	10
Track your Submission.....	11
Approval Workflow Process Details.....	11
Appendix A: Form Field Definitions	14

Introduction

The subject of records is very broad and includes several functions. Records Retention is the holding (period) of records/documents for further use as required by law or policy. A record may be any document containing information. Records Management is a broader concept and fixes responsibility for and exercises controls over all records/documents, within an organization, from their creation to their final disposition. Records Storage is a function of Records Management, addressing the retention of original records or copies (whether photographed, micro-photographed, or otherwise reproduced on film or electronic media) and the development of a systemized storage plan and indexing with respect to preservation, easy retrieval for later use, or final destruction and disposal. As such, records retention is an essential component of the operation of College of the Desert.

The Records Storage Transmittal eForm provides a process for the transfer of records to the Records Retention Center. This process addresses the Records Storage function of Records Management.

The Desert Community College District's Records Retention policy and procedures are contained in [Board Policy 3310](#) and [Administrative Procedure 3310](#).

Purpose

This user's guide is a quick reference on how to complete the Records Storage eForm and the transfer of records to the Records Retention Center.

Records Storage Box & Label

All records must be transferred in standard record storage boxes (Office Depot item #281208) with box labels affixed to each end of the box. This provides for maximum efficiency and makes the best use of available shelf space. Each box holds one cubic foot of materials; that is, approximately 15" of records in letter file folders or 12" of records in legal file folders.

Boxes and labels are to be supplied by the originating department.

- Bankers Box® Hang'N'Stor™ Medium-Duty Storage Boxes with Lift-Off Lids and Built-In Handles, 15 1/2" x 12" x 10", Letter/Legal Size (Office Depot Item #281208)
- Office Depot® Brand White Inkjet/Laser Permanent Full-Sheet Labels, 505-0004-0012, 8 1/2" x 11" (Office Depot Item #612071)

Records Retention Center

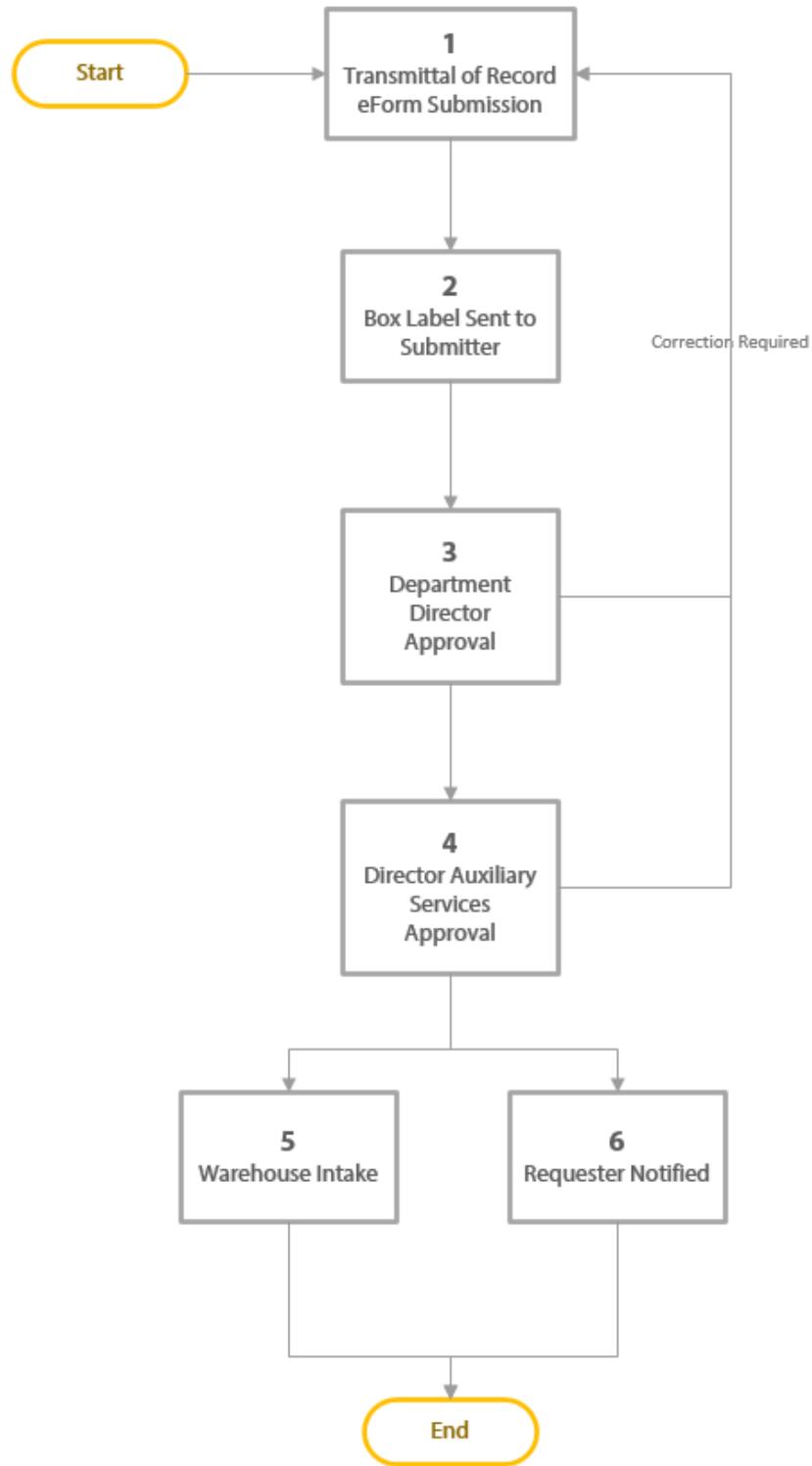
The Records Retention Center (also known as Business Services Room 101) is a dedicated space for the storage of records as required by law. Access is strictly limited to Warehouse staff. The staff of the originating department may request access to retrieve records with escort from Warehouse staff.

Contact

For assistance, please contact:

- Warehouse Operator
- Director, Auxiliary Services, Contracts and Purchasing

Records Storage Submittal Process Overview



Records Storage Submittal Process

Records that are required by law to be stored, either on a permanent or temporary basis, must follow the submission/approval process described below.

1. Records Submittal eForm Submission

The submitter completes the [Records Storage Submittal eForm](#).

2. Successful Submission & Box Label Generated

Upon a successful eForm submission, the submitter will receive a confirmation email containing the box label. The email will contain instructions on where to place the box labels.

3. Director Approval

The Director of the originating department must review and approve. The submission may be Approved or sent back to the submitter for more information.

4. Director, Auxiliary Services, Contracts and Purchasing Approval

The Director of Auxiliary Services, Contracts & Purchasing reviews for compliance with District policy. The review will focus on the classification of records and if records are classified as Class3/Disposable, the fiscal year which such records are to be destroyed. The submission may be Approved or sent back to the submitter for more information.

5. Submitter Notification

When the eForm is approved, the submitter will receive an email with instructions to print the approved eForm and how to transfer the records box to the Warehouse Operator.

6. Warehouse Operator

When the records box is transfer to the Warehouse Operator, he/she assigns a location number in the Records Storage Center. The location number appears in the eForm and on the box labels. The box is then transfer to the Records Storage Center and stored in the assigned location.

Submittal Process Details

Step 1: Records Submittal eForm Submission

The submitter completes the [Records Transmittal eForm](#) and submits it for approval.

Submission Steps:

1. Open the [Records Storage Transmittal eForm](#). The eForm is located on the College of the Desert's [Purchasing](#) webpage. (Note: It is recommended that you use Google Chrome or Firefox with Laserfiche eForms.)
2. Fill out the form. All fields with the red asterisk (*) are required fields. Refer to Appendix A for form field definitions.
3. Select the Submit button to begin the approval workflow.
4. Once submitted, a confirmation page will appear. Also, you will receive a separate email with the box label and instructions.

The screenshot shows the 'Transmittal of Record' eForm for the College of the Desert. The form is titled 'Transmittal of Record' and includes the following fields and sections:

- Originating Department***: A dropdown menu.
- Box ID**: A text field containing '201009141157297'.
- Retention Information**:
 - Classification***: A dropdown menu.
 - Content Imaged***: A dropdown menu. A note below states: 'If needed, content must be images before it is sent to the warehouse.'
- Content Information**:
 - Records Period Start Date***: A date field with a calendar icon.
 - Records Period End Date***: A date field with a calendar icon.
 - Description***: A text field.
 - Additional Detail**: A large text area.
- Submission**:
 - Submitted by**: A text field containing 'Bill Murray'.
 - Date**: A text field containing '10/9/2020'.
 - Submitter's Comments**: A text field.
 - Submit**: A blue button.

Step 2: Successful Submission & Box Label Generated

Upon a successful eForm submission, the submitter will receive a confirmation email containing the box label. The instructions in the email is as follows:

This email confirms the submission of BOX ID# {/dataset/Box_ID}. Please print the attached box labels using the recommended shipping label (Office Depot Item #612071). The attachment contains two labels (on one sheet of paper) to be affixed on each end of the records box. Please do not cover the box handles. Upon approval, you will receive an additional email containing instructions to transfer the records box to the Warehouse Operator.

Sample box labels:

COLLEGE of the DESERT **Records Archive Box**

210217154054882

NOT ELIGIBLE FOR DESTRUCTION

School of Communication & Humanities

1/1/2000 - 12/31/2019

ESLN Placement Test Questions and Answers & Accuplacer

Bay #: _____

210217154054882

NOT ELIGIBLE FOR DESTRUCTION

School of Communication & Humanities

1/1/2000 - 12/31/2019

ESLN Placement Test Questions and Answers & Accuplacer

Bay #: _____

Step 3: Director Approval

Upon the successful submittal of the Records Storage Transmittal eForm, the Director of the originating department will receive an email notice.

The Director must review and approve. The submission may be Approved or sent back to the submitter for more information.

Submission Approved

If the submission has been approved, the eForm is routed to the next approver.

Submission Requires Corrections

If an approver requires corrections, the submitter will receive an email. When this happens, the submitter can review the comments and make the appropriate edits and re-submitted.

COLLEGE of the DESERT Transmittal of Record

Originating Department: Fiscal Services

Box ID: 20201009141431321

Retention Information

Classification: Class 2 / Optional Records

Eligible for Destruction: 10/7/2025

Content Imaged: Imaging not needed
If needed, content must be images before it is sent to the warehouse.

Content Information

Records Period Start Date: 10/19/2020 Records Period End Date: 10/22/2020

Description: Description of the stuff

Additional Detail

Submission

Submitted by: Bill Murray Date: 10/8/2020

Submitter's Comments

Approval

Director's Signature: Sign Date: 10/9/2020

Comments

Approve Corrections Required

Step 4: Director, Auxiliary Services, Contracts and Purchasing Approval

Upon the approval of the Director, the Director of Auxiliary Services, Contracts and Purchasing will receive an email notice.

The Director of Auxiliary Services, Contracts and Purchasing must review and approve. The review will focus on the classification of records. The submission may be Approved or sent back to the submitter for corrections.

Submission Approved

If the submission has been approved, the eForm is routed to the submitter and Warehouse Operator.

Submission Requires Corrections

If an approver requires corrections, the submitter will receive an email. When this happens, the submitter can review the

The screenshot displays the 'Transmittal of Record' form for College of the Desert. The form is organized into several sections: 'Originating Department' (Fiscal Services), 'Box ID' (20201009141652650), 'Retention Information' (Class 2 / Optional Records, Eligible for Destruction 10/7/2025, Content Imaged: Imaging not needed), 'Content Information' (Records Period Start Date: 10/19/2020, Records Period End Date: 10/22/2020, Description: Description of the stuff, Additional Detail), 'Submission' (Submitted by: Bill Murray, Date: 10/8/2020, Submitter's Comments), 'Approval' (Director's Signature: Dean, Date: 10/9/2020; Director, Auxiliary Services, Contracts & Purchasing Signature: Sign, Date: 10/9/2020), and 'Comments'. At the bottom, there are two buttons: 'Approve' and 'Corrections Required'.

comments and make the appropriate edits and re-submitted. Re-submission will restart the approval process.

Step 5: Submitter Notification—eForm Approved

Upon the approval of the Director of Auxiliary Services, Contracts and Purchasing, the submitter will receive an email notice to print the approved eForm and transfer the records box to the Warehouse Operator. The instructions in the email is as follows:

Your Records Storage Transmittal eForm # {/dataset/Box_ID} has been approved. To transfer the records box to the Warehouse Operator, please complete the following:

- 1. Print the approved eForm (double-sided) and place inside the box. The eForm should face up inside the box so that it's immediately visible when the box is opened.*
- 2. Deliver or schedule a pick-up with the Warehouse Operator.*

Step 6: Warehouse Operator

When the records box is received by the Warehouse Operator, he/she will inspect the records box for compliance with the standardize banker box, box label placements, and a copy of the approved eForm face up inside the box. The Box ID numbers on the box labels and eForm should also match. The records box may be rejected for noncompliance.

Upon successful inspection, a location number and receiving date is assigned by the Warehouse Operator on the box labels and eForm. The location number will be marked on the box labels. The box is then stored in the records storage room.

Track your Submission

When a Records Storage Transmittal eForm has been submitted, the submitter may track the status of their submission.

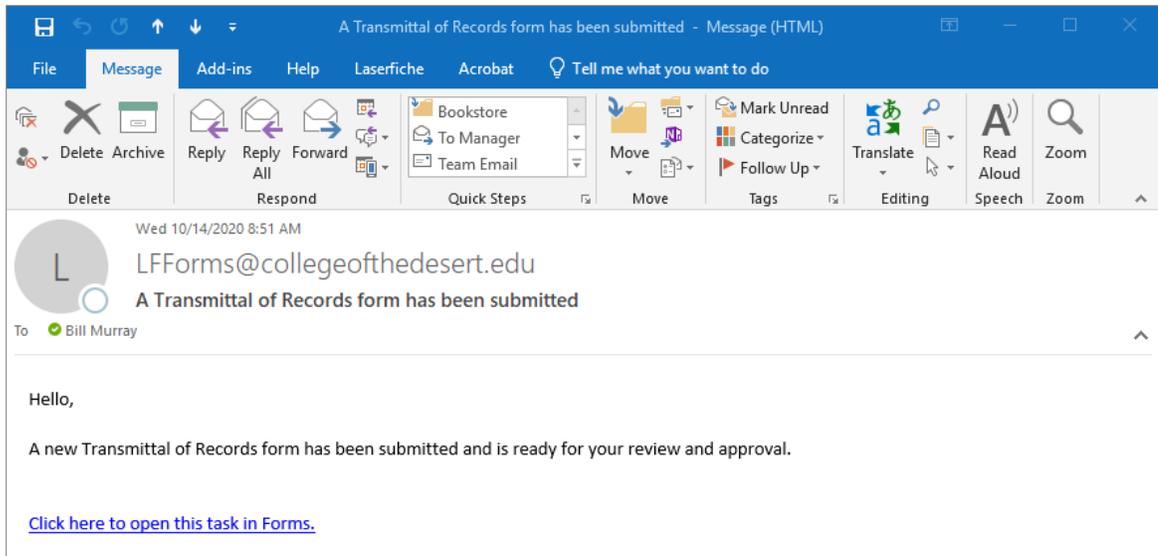
1. Access the [Laserfiche Forms Inbox Completed Tasks](#) webpage to view a list of tasks that you have completed.
2. Ensure that the details pane is shown on the right side of the page. When the page loads, a panel on the right side of the screen displays the text "Select a task to see its details here". If that text is not shown, select the "Details" slider that displays in the upper right corner of the page to open the Details panel.
3. Select an entry in the Process column. Detailed information about the contract submission displays in the details panel on the right side of the page. The information in the details panel contains all the process steps that have been completed for the submission as well as the current process step. The most recent action is at the top of the list.
4. Each step shown in the details pane includes the Step Name, Comments, Action, Date and Time, and the Person who completed the step.

Approval Workflow Process Details

The approval workflow is automated and built in the Records Storage Transmittal eForm. The approval workflow is determined by the selection of the "Originating Department".

Approval Steps

1. Once the eForm is submitted, the approval workflow will begin with an email notification to the Director of the originating department.



2. Select the hyperlink in the email to view the submission in a web browser window.
3. Review the submission information.
4. To approve, add your signature to the signature line with the red asterisk. Then select the **Approve** button to approve the submission and send it to the next step in the process. You may add **Comments** to provide to the submitter.

Or
5. Select the **Corrections Required** button to request more information and have an automatic email sent to the submitter informing them of the status of the submission. Type the corrections in the **Comments** field before selecting the **Corrections Required** button.



Originating Department

Box ID

Retention Information

Classification

Eligible for Destruction

Content Imaged
If needed, content must be imaged before it is sent to the warehouse.

Content Information

Records Period Start Date Records Period End Date

Description

Additional Detail

Submission

Submitted by Date

Submitter's Comments

Approval

Director's Signature Date

Comments

Appendix A: Form Field Definitions

Field	Description/Action
Originating Department *Required Field	<ul style="list-style-type: none">• Select the Originating Department from the dropdown list. The Originating Department initiates the approval workflow.• The Originating Department is the department/office that created the records and has access to retrieve the records.
Box ID	Unique number assigned to each new submission.

Classification

*Required Field

Select the Classification from the dropdown list. Refer to Administrative Procedure 3310 and Title V, Chapter 10 sections 59020 – 59029.

Class 1-Permanent Records

The original of each of the records listed or one exact copy thereof when the original is required by law to be filed with another agency, is a Class 1-Permanent record and shall be retained indefinitely, unless copied or reproduced in accordance with Subsection (e) of Title V Section 59022.

- a) Annual reports: official budget; financial report of all funds, including cafeteria and student body funds; audit of all funds; full-time equivalent student, including Period 1 and Period 2 reports; and other major annual reports.
- b) Official actions: minutes of the board or committees; elections; records transmitted by another agency that pertains to that agency's action with respect to district reorganization.
- c) Personnel records of employees.
- d) Student records: records of enrollment and scholarships for each student; records pertaining to any accident or injury involving a student for which a claim for damages has been filed as required by law.
- e) Property Records.

Class 2-Optional Records

Any record worthy of further preservation but not classified as Class 1- Permanent may be classified as Class 2-

Optional and shall then be retained until reclassified as Class 3-Disposable. If the chief executive officer, or other designee, determines that classification should not be made by the time specified in section 59022, all records of the prior year may be classified as Class 2-Optional, pending further review and classification within one year.

Class 3-Disposable Records

All records, other than Continuing Records, not classified as Class 1-Permanent or Class 2-Optional, shall be classified as Class 3-Disposable, including, but not limited to, detail records relating to:

- a) Records basic to audit, including those relating to attendance, full-time equivalent student, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets, canceled checks and stubs, student body and cafeteria fund records, etc.), and detail records used in the preparation of any other report; and
- b) Periodic reports, such as daily, weekly, and monthly reports, bulletins, and instructions.

Class 3-Disposable records can be retained, transferred, or destroyed in accordance with required terms. A Class 3/Disposable record shall not be destroyed until after the third July 1 succeeding the completion of the audit required by Education Code Section 84040 or of any other legally required audit or after the ending date of any retention period required by any agency other than the State of California, whichever date is later. Generally, Class 3-

	Disposable records, unless otherwise specified, should be destroyed during the third school year after the school year in which they originated or designated as such.
Eligible for Destruction <i>*Required Field</i>	When Classification 2 or 3 is selected, the Eligible for Destruction field appears below the Classification field. Select the appropriate date for destruction.
Records Imaged <i>*Required Field</i>	Select from the dropdown list: <ul style="list-style-type: none"> • Content has been imaged • Imaging not needed <p>Class 1-Permanent Records are required by law to be imaged. For additional reference, see Administrative Procedure 3310 and Title V, Chapter 10 sections 59020 – 59029.</p>
Records Period Start Date <i>*Required Field</i>	When Classification 2 or 3 is selected, the Eligible for Destruction field appears below the Classification field. Select the date of the starting record contained in the box. Records start and end period must be in the same fiscal year.
Records Period End Date <i>*Required Field</i>	Select the date of the ending record contained in the box. Records start and end period must be in the same fiscal year.
Description <i>*Required Field</i>	Enter a brief description of the records in the box. For example: <i>Financial Report of all funds, FY2018-2019</i>

Additional Details	<p>Enter additional details to expand records information. Specific details will assist with easy retrieval of records. For example:</p> <ul style="list-style-type: none"> • <i>District Financial Reports FY18-19: P1, P2, P3, P4</i> • <i>Auxiliary Services Financial Reports FY18-19: Q1, Q2, Q3, Q4</i>
Submitted By & Date	<p>System generated name of individual submitting the eForm and the date.</p>
Submitter Comments	<p>Enter optional comments to the approvers.</p>