Dartmouth College Records Management

RMS Online User's Manual

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Table of Contents

Introduction

[RMS Online](#) is a web-based information system that allows users to access their catalog of stored records in real-time. This includes all active record series, box descriptions, individual file titles, and even the request history of individual files and boxes. Most importantly, record requests can be made on-line, assuring the most accurate and timely retrieval possible.

In addition to sophisticated search capabilities, RMS Online offers users the ability to download Excel reports of records held, order empty boxes, transfer boxed records to storage, and maintain up to date delivery and contact information. In short, RMS can help you maintain control of your off-site records in the following ways:

- Know exactly what records are in storage at a given moment.
- Know in seconds whether a file exists in the stored inventory.
- Know when a file you want is currently charged out, see who has it.
- See a complete listing of files you, or others in your department, have charged out.
- Make a request on a file and have it delivered.

Accessing the RMS Online System

Logging in to RMS Online is easy, and uses your standard Dartmouth credentials. To begin, simply point your browser to:

https://onbase.dartmouth.edu/sso/app/rmdataprovider/forms/fileboxrequest.html

NOTE: Be sure to include the "s" in "https://". This ensures that you are connecting to a secure web server.

If this is your first time accessing the system in this browser session, you'll be asked to enter your Dartmouth credentials. These are the same credentials you would use for your e-mail, or to log onto your computer when you turn it on. Once you have done so, you will be presented with the **Search and Request Files** screen. However, you may select any of the tasks shown on the main menu, which you may access by clicking **"I Want To..."** on the upper right corner of any screen.

The remainder of this tutorial will address each task listed on this main menu.

Search and Request Records

[Search and Request Records Video](#)

To begin, select **Search and Request Records** from the main menu (I Want To), on any screen of the RMS Online system.

Your home department will appear in the pop-up menu at the top of the form. For most users, this will be only one choice. However, if you are a Records Custodian for multiple departments, or if you have been granted guest access to one or more series outside of your department, you may switch to searching in other departments by using this menu.

Basic Searching and Browsing
There are four search boxes immediately under the department name. These four boxes give you a variety of search options. You may search for individual series by typing text in the **Series** box, and hitting return. Likewise, search for a box by typing in the **Boxes** search field, and hitting return. Note that you should first clear previous searches by clicking on the **x**.

Your most common search task will likely be a global search on a file name by using the **Files** search box. This will present you with all files whose titles contain the text you enter, anywhere in the file title.

You may also search for combinations of criteria using these boxes. For instance, a search only within a given series, for a particular file title.

One additional feature is the **Dates** search criteria. This function is quite intelligent. Put in a single year, or a range of years, and only material in boxes that contain the year or years you specify will be displayed.

The Drill Down Search
An alternative method of searching is what we call the "drill down" search. To perform a drill down search, simply click on any series or box name listed. Clicking on a series will show all boxes in that series. Clicking on a box name will show all files in that box.

This method works in conjunction with the search criteria in the boxes above, so if you have criteria listed, your drill down search will only find materials that also match those criteria.

This search screen is very powerful, but may take some time to get used to. Feel free to experiment. However, as a reminder, if you simply want to search for a file title by name, just type your text into the Files search box, and hit return.

Your Request Cart
Once you have either a box or a file displayed that you would like to request, simply click on the plus sign at the far right. This will give you a pop up, allowing you to request either the file, or the box. Making that selection will add that item to **Your Request Cart**, at the bottom of the screen.

In some cases you will see a minus sign, instead of a plus sign. This indicates that the file or box you are looking at is already charged out. Click on the minus sign to see more information about who has the box or file you are looking for.

Continue using this system to add boxes and files to your request cart, as required.

One important note: Be sure not to change departments after you have started adding files or boxes to your request cart! If you change departments, using the pop-up menu at the top of the screen, that will clear your cart and you will have to start over.

Submitting Your Request

Once you have all the files and boxes you would like to have delivered listed in your cart, verify that the delivery building and room number are correct. These are the defaults from your user account listing with records management, and you can override them for this request, if the files need to be delivered to a different location. The changes made here will apply to this request only. If you want to change your defaults, you may do so by updating your account, from the main RMS Online Menu.

Once you have completed this form, including any special instructions for Records Management staff or our delivery drivers, simply click on the **Request Records** button to submit your request. The delivery will occur on the next available run, next business day for requests made before 4:00pm.

Once you have submitted your request, click on the **refresh this page** link to make additional requests, or select your next task from the RMS Online Main menu.

If you have any questions about using this form, or need additional information, please contact Records Management at dartmouth.records.management@dartmouth.edu

Hints on Searching

RMS uses a "contains" search, so any text you type will be found anywhere within the database field. However, the string you type must match exactly a string somewhere in the file title. This is different than Google and other search engines, where each word is searched separately.

Searching For:	Will Find:	Won't Find:
Johns	Johnson Bill A Johns Martha Rafijohnson Inc	John S Fitz Inc Strauss John Fitzjohn Steven
John S	John S Mark Inc Fitzjohn Steven John Smith Corp	Johnson Bill A Johns Martha Rafijohnson Inc
The Limit	To The Limit Pro Lathe Limited The Limited Edition	The Outer Limit Limit The Speed Limit Equation, The

- If you don't find what you are looking for, try broadening the search by using partial text strings. For instance, instead of searching for **Ironwood Horse Project**, try searching for **Iron** or **Horse**.
- If you get too many results, try narrowing your search by entering a more full text string. For instance, if searching for **Toby Johnson**, try searching for **Johnson** instead of **John**.

- Search on uncommon words in your file title. For instance, if you are looking for **Yvon Smith**, try searching on **Yvon** rather than **Smith**. This will limit your results.

- **When searching, remember:**
- Records Management removes all punctuation when entering file titles.
- Personal names are entered as **Last Name, two spaces, First Name.**

Returning Checked Out Records

[Returning Checked Out Records Video](#)

Requesting a pickup of records to be returned to the Records Center is easy. Select **Return Checked Out Records** from the Main menu (I Want To), on any page of the RMS Online system.

The form you see will allow you to specify the number of boxes to be returned, as well as the number of envelopes containing files. Please note that these numbers are considered estimates only, and are used by our staff for planning the run. If there are more or fewer items to pick up when the driver arrives, simply let them know of the change, and they will note it on their run sheet.

This form will be pre-populated with the default building and room location for the pickup, as specified in your contact record. If you wish to change these for this pickup request only, feel free to do so before submitting the form. If you need to change the default location and room we have on file for you, you may do so by using the **Update my Account Info** link from the main RMS Online menu.

Once you have completed this form, including any special instructions for Records Management staff or our delivery drivers, simply click on the **Request Pickup** button to submit your request. The pickup will occur on the next available run, next business day for requests made before 4:00pm.

Once you have submitted your request, click on the **Refresh This Page** link to make an additional request, or select your next task from the RMS Online Main menu.

If you have any questions about using this form, or need additional information, please contact Records Management at dartmouth.records.management@dartmouth.edu

Requesting Empty Boxes

[Requesting Empty Boxes Video](#)

To request empty boxes, select **Request Empty Boxes** from the Main menu (I Want To), on any page of the RMS Online system.

As a reminder, empty boxes are the only service Records Management provides, that has an associated charge. Boxes are $2 each, which covers the cost of manufacture and printing.

When you open the Request Empty Boxes screen it will allow you to select a number of boxes in pre-packaged bundles. You may choose bundles of 5, 10, 20, 40, 60, 80 or 100 boxes.

This page will be pre-populated with your current default General Ledger Account string, as well as your default building location, and room name and number. You may change any of these values to charge a different chart string, or have the empties delivered to a different location. Note that changes made here will apply to this request only. If you want to change your defaults, you may do so by updating your account information from the main RMS Online Menu.

Once you have completed this form, including any special instructions for Records Management staff or our delivery drivers, simply click on the **Request Empty Boxes** button to submit your request. The empty boxes will be delivered on the next available run, next business day for requests made before 4:00pm.

Once you have submitted your request, click on the **Refresh This Page** link to make an additional box request, or select your next task from the RMS Online Main menu.

If you have any questions about using this form, or need additional information, please contact records management at dartmouth.records.management@dartmouth.edu

Transferring Boxed Records

Transferring Boxed Records Video

Please note that these instructions apply only to sending new material to Records Management, for cataloging and storage. If you need to return boxes or files previously charged out from Records Management, please refer to Returning Checked Out Records.

Before you open this form, be sure to have all your boxes properly packed, according to the Records Management box packing guidelines, or contact Records Management if you need additional help in preparing to send your records.

To begin, select **Transfer Boxed Records** from the Main Menu on any RMS Online screen. You will be presented with the electronic version of the Box Transfer form.

You must complete this form once for each series you want to send. The form will accommodate any number of boxes, but all of the boxes submitted with a single form must be from only one record series.

The submission process requires you to use pre-barcoded boxes to send your materials. These boxes can be ordered through Records Management by using the Request Empty Boxes menu choice. If you have empty boxes ordered before January 15, 2014, please contact Records

Management. We will gladly ship you the barcode stickers required, free of charge, so you can label your boxes prior to filling out this form.

Using the Box Transfer Form
Begin by selecting your department from the pop-up list. For most users, there will be only one choice. However, if you are a Records Custodian for multiple departments, the additional departments may be selected here.

Once your department is selected, select a series from the Series Pop Up menu. Note that by default, this menu shows only **active series** in your department. That is, series where at least one box is currently in storage. If you can't find the series you are looking for, select **Inactive Series** from the bottom of the menu, and then open the drop down list again. You will now see only inactive series (those without boxes in storage). Select one of these, or return to active series by selecting that item at the top of the list.

If you still don't see the series listed, it may be time for you to create a new series. You may do this by selecting the **Create New Series** item at the bottom of the Inactive Series drop down menu.

Selecting an Active Series, an Inactive Series, or creating a New Series
Note that if you select either an active or an inactive series, the information displayed under Series Info will not be editable. However, if you select Create a New Series, you will be required to give the series a name, a description, and a suggested retention period, disposition method, format, and organization scheme. Make your selections from the pop-up menus, or by typing in the fields provided. Note that all of these fields are required before you can submit the form.

Entering Box Information
It is now time to enter your box information. Begin by entering the box barcode, which you will find on the white label, on the front of new, empty boxes that you have ordered from Records Management. Please note that only official records management boxes can be used to send records to storage.

For each box, complete the **first** and **last date** of the files in that box, paying particular attention to the last date, which should be as accurate as possible. Lastly, give the box a **description**, which could be as detailed or as simple as you'd like. Create additional boxes for this submission by clicking the **Add Box** button.

Completing and submitting your Box Transfer Form
Once you have all your boxes listed, verify the default building and room location information at the bottom of the form. These are the defaults from your contact information with Records Management, and can be changed as required for this specific delivery. You may also enter any special instructions or comments on your form at this time.

Once you have completed the form, including any special instructions for Records Management staff or our delivery drivers, simply click on the **Request Box Transfer** button to submit your

request. The boxes will be picked up on the next available run, next business day for requests made before 4:00pm.

At this point you may click on the **Refresh This Page** link to make an additional box transfer request, or select your next task from the RMS Online Main menu.

If you have any questions about using this form, or need additional information, please contact records management at dartmouth.records.management@dartmouth.edu

Looking at Checked Out Records

[Looking at Checked Out Records Video](#)

To see any files or boxes checked out to you, or others in your department, select **See Checked Out Records** from the Main menu, on any page of the RMS Online system.

At the top of this screen you will see a pop up menu. For most users, this menu will only show your home department. However, if you have been granted guest access, or if you are the Records Custodian of multiple departments, you will see these additional departments listed here. Feel free to switch departments using this menu. The list of charged out files will appear below.

> There is a radio button that allows you to see only your own checked out records (the default), or all checked out records for your selected department. The list will update based on your selection. The list shows both individual files, as well as entire boxes that are checked out.

If you wish to export these details to a spreadsheet, simply click on the **Export Details** button. Your spreadsheet will be created and saved, based on the settings and the browser you are using to access the system.

> Any exported data file may contain sensitive information. It is your responsibility as a Dartmouth College employee to comply with all Dartmouth College Information Security policies in the use of this information.

When you have completed viewing and or downloading this information, simply select your next task from the main RMS Online menu.

If you have any questions about using this form, or need additional information, please contact Records Management at dartmouth.records.management@dartmouth.edu

See the Users in Your Department

[See the Users in Your Department Video](#)

To see authorized users in your department, select **See Users in my Department** from the Main menu, on any page of the RMS Online system.

At the top of this screen you will see a pop up menu. For most users, this menu will only show your home department. However, if you have been granted guest access, or if you are the Records Custodian of multiple departments, you will see these additional departments listed here. Feel free to switch departments using this menu. The list of users in each department will appear below.

If you wish to export these details to a spreadsheet, simply click on the **Export Details** button. Your spreadsheet will be created and saved, based on your settings, and the browser you are using to access the system.

Any exported data file may contain sensitive information. It is your responsibility as a Dartmouth College employee to comply with all Dartmouth College Information Security policies in the use of this information.

When you have completed viewing and or downloading this information, simply select your next task from the main RMS Online menu.

If you have any questions about using this form, or need additional information, please contact records management at dartmouth.records.management@dartmouth.edu

Updating Your Account Info

[Updating Your Account Info Video](#)

To update your personal details in the Records Management system, simply select Update my Account Info from the Main menu, on any page of the RMS On-Line system.

You will see displayed the three pieces of information you can update. **Default GL Account Number** (for purchasing empty boxes), the **Default Building** for pickups and deliveries, and the **Default Room Name & Number**.

Feel free to update these as required. Also note that these are defaults only. Whenever these values appear on screens where you submit pickup or delivery requests, you can make changes when required that will apply to only that pickup or delivery submitted.

If you need to update other information not listed on this screen, such as your Department or your name, please contact records management directly for assistance.

When you have completed the form, simply submit it to save your changes. You may then refresh this screen, or select any other option from the main menu above.

If you have any questions about using this form, or need additional information, please contact records management at dartmouth.records.management@dartmouth.edu.

Approving Upcoming Dispositions

Approving Upcoming Dispositions Video

You will be presented a screen, which is where you can either approve pending disposition actions, or request the material be held beyond their existing, approved retention schedule.

First, let's explore this screen. For most users, who are the Records Custodian for a single department, only one department will appear in this list, but if you manage the records for more than one department, you will see multiple large gray bars that list each department. Each department listing shows the number of boxes awaiting approval, and any hold requests that you have already made in the system.

Approving Dispositions
The material awaiting disposition is presented to you in hierarchical lists. Within each department, there will be one or more record series awaiting review. Simply click on the Department Name, or the small triangle to the left, to display or hide the detailed series information below.

When you expand the listing for your department, you will see all the series which have pending disposition actions at the current time. Like the Department bar, each series will show many boxes are awaiting approval, and any hold requests you may have already requested. To display or hide individual box details, click on the series name, or the small triangle to the left.

Once a series is opened, you will see a detailed listing of all boxes up for approval, as well as two large green buttons, which you may use to either approve all boxes, or request a hold for all boxes currently up for disposition in that series.

Once you are ready, you may now either approve all boxes, or request a hold for all boxes, using the large green buttons. If you elect to Approval All Awaiting Boxes, the radio buttons for each box in that series is immediately set to "Approve". But if you click on the Request Hold for all Awaiting Boxes button, you will be prompted to enter a justification for the hold in the box provided. Once you enter that justification, it will be applied to all boxes in that series.

If you'd prefer to work on a box by box basis, you may select the Approve or Request Hold radio buttons for each box, as required.

Continue to work through all pending series and boxes, as shown, being sure to enter a justification for any box that you believe should be held.

Once you have finished the approval process, you will click the "Submit All" button at the bottom of the form. It is important to note that you don't have to complete all of your reviews in one sitting. You may complete part of the review process, submit those, and then return to complete the rest at another time. However, it is important to note that once you submit an approval of a box for disposition, that box will disappear from this review list, and the approval will be logged in the RMS system. When you return to this screen in the future, you will only see those boxes still pending approval, and those which have holds requested. The approved boxes will be processed out of Records Management, per their retention schedules.

After you have submitted you approvals, you may then refresh this screen to continue, or select any other option from the main menu above.

Questions About Hold Requests?
A quick word about requesting a hold on records. When you request that a box be held, it means that we must make an exception to an existing approved retention schedule. For legal and compliance reasons, we must do this as rarely as possible, and only in very well defined and exceptional circumstances, such as an audit or lawsuit. Unless there is an unusual and exceptional circumstance such as this, you should simply approve boxes so that they can be disposed on schedule. If you do elect to hold a box, the Records Manager will be in touch with you to discuss your request. And of course, you can contact Records Management at any time with any questions you have, before processing your approvals.

Approve/Request Hold As Soon As Possible!
Lastly, and this is very important, Records Management must process boxes for disposition in a timely manner. If you have received an e-mail notice that you have a set of boxes for disposition, but don't complete that review within a week, you will first get a reminder notification, and then a follow up call from the Records Manager. So please process your reviews as quickly as possible!

If you have any questions about using this form, or need additional information, please contact records management at dartmouth.records.management@dartmouth.edu

Approving Pending Retention Schedules
[Approving Pending Retention Schedules Video](#)

If you have received a notification of retention scheduling actions that need approval, simply select Approve Pending Retention Schedules from the Main menu, on any page of the RMS Online system.

You will be presented with a screen, where you can either approve proposed retention and disposition policies, or request a change to those policies.

For most users, who are the Records Custodian for a single department, only one department will appear in this list; but if you manage the records for more than one department, you will see multiple large gray bars that list each of your departments. Each department listing shows the

number of record series awaiting approval, and any retention policy adjustment requests that you have already made in the system.

What is a Retention Schedule?
A retention policy is made up of a retention period (measured in years), and a disposition method. It is important to note that a retention policy is applied based upon the dates of the material in each box, and not the date on which that box was sent to Records Management.

So, for instance, a box of records from 2015 with a 10 year retention will be ready to dispose in 2025, regardless of whether that box came to the records center in 2015, 2020, or any other year. The second important piece of information is the disposition method. This is what happens to the box of records, once the retention period expires. For most records they are either destroyed (via shredding or recycling), or they are sent to the College Archives, for permanent, historical preservation.

One important exception: In rare cases, retention is calculated not on the date of the material, but on a trigger date, such as the close of a contract, or the graduation of a student. You'll see those special trigger date retentions listed in this view as well.

Approving Retention Schedules
The series awaiting approval are presented to you in lists, under each department heading. Each department listed will have one or more record series awaiting approval. Click on the Department Name, or the small triangle to the left, to display or hide the detailed series information below.

When you expand the listing for your department, you will see each of the series which need your approval. Each series will show how many boxes are currently in storage for that series, followed by the proposed retention policies. In fact, if you would like to see box level detail for each series, you can do so by clicking on the series name, or the triangle next to the series ID. This capability is just provided as a handy reference, and seeing this level of detail is not required.

Now that you've examined the proposed retention policies, it is time to approve them, or if necessary, request a change. If the policy looks fine, simply click on the "approve" button for each series you want to approve. If, however you want to request an adjustment, you'll want to click on the Request Adjustment radio button, and then enter a short description that explains why the current policy is not correct, and should be changed. The Records Manager will be in touch to discuss these proposed changes.

Once you have finished marking your approvals and requesting your adjustments, you will simply click on the "Submit All" button at the bottom of the form. It is important to note that you don't have to complete all of your approvals in one sitting. You may complete part of the approval process, submit those, and then return to complete the rest at another time. However, it is also important to note that once you submit an approval of a series, that series will disappear from this review list, and the approval will be logged in the RMS system. When you return to

this screen in the future, you will only see those series still pending approval, and those which have adjustments requested.

After you have submitted you approvals, you may then refresh this screen to continue, or select any other option from the main menu above.

Approve/Request Changes As Soon As Possible!
Lastly, and this is very important, **Records Management must process retention schedule approvals in a timely manner.** If you have received an e-mail notice that you have a set of series for approval, but don't complete that process within a week, you will first get a reminder notification, and then a follow up call from the Records Manager. **So please process your reviews as quickly as possible.**

The next stage in this process is to send these policies, which have now been approved by you as the Records Custodian, and by the Records Manager, to the Records Management Policy Committee for final approval. **Please note that this committee may request changes to the proposed policies.** If they do, you will be contacted and asked to approve or deny the proposed changes. Otherwise, once these policies are fully approved, they will be put into effect, and any boxes that qualify will be eligible for disposition.

If you have any questions about using this form, or need additional information, please contact records management at dartmouth.records.management@dartmouth.edu

Viewing Fully Approved Retention Schedules

[Viewing Fully Approved Retention Schedules Video](#)

To view fully approved retention schedules for your department, select **View Fully Approved Retention Schedules** from the Main menu, on any page of the RMS Online system.

You will be presented with a screen which is where you can view the fully approved retention schedules for the records series of your department.

First, let's discuss what this view shows. This screen is informational only, and provides you a simple, single place to see all retention scheduling policies for all active records.

> **This screen shows only active series, which is defined as any series which currently has material in storage.**

If you don't see a series on this screen that you expect to see, it is likely because that series has no material in storage at the current moment. These inactive series are still available for use in the Box Transfer form, as discussed in the [help video for that screen](#).

This screen is very straight forward, and very simple, and consists of hierarchical, drop down bars of information. For most users, you will begin with a single dark gray bar that represents your home department. However, if you are the records custodian of more than one department, all of your departments should be listed here.

Viewing Active Series in Your Department
To see the active series in your department, simply click on the department name, or the small triangle to the left, to expand the series listing. The light gray bars you see are each an active series in the Records Management system. For each series you will see the Series number, Series name, Retention period (in years) and the disposition method. The total number of boxes currently in storage is also shown in this view, but you may also get additional information by expanding the series to show individual boxes. This view shows the box number and name for each box in the series. You may also expand each box to see additional information about that specific box, including the dates the box covers, and the scheduled disposition date.

Feel free to explore this screen by collapsing and expanding each of the hierarchical lists, to find the information you need.

Export Data to Excel Spreadsheet
You may also export this data at any time, by clicking on the Export All button above. This will provide you with a simple spreadsheet that documents your fully approved retention policies. Note that this downloaded spreadsheet will only show the series information, not information on individual boxes.

When you are finished exploring your fully approved retention policies, simply make another selection from the "I Want To…" Menu, to continue working in the RMS System.

If you have any questions about using this page, or need additional information, please contact records management at dartmouth.records.management@dartmouth.edu

RMPC (Records Management Policy Committee) – Special Views

[RMPC -Special Views](#)

For Members of the Records Management Policy Committee with special access to approve and view retention schedules for **RMPC Meetings**.

On this screen you will have access to two special views of the Records Center inventory data, designed specifically for members of the Records Management Policy Committee, in order to assist in the Records Retention Scheduling process.

Those two screens are **RMPC – Retention Schedules for Approval,** and **RMPC – View Fully Approved Retention Schedules**. Both of these screens work exactly the same. The only difference is that the Retention Schedules for Approval will show you only the proposed retention policies we will be discussing and approving at the upcoming Records Management Policy Committee Meeting, and the other will show you all PREVIOUSLY approved Retention Policies. So again, this selection is for material not yet approved, and that we will be discussing at the upcoming meeting, and this selection is for all existing schedules, and is provided for your reference.

This screen is very straight forward, and very simple, and consists of hierarchical, drop down bars of information. Each department with retention schedules up for approval will be represented by one of these dark gray bars, and will show the department number, department name, the Records Custodian, and how many series are up for approval.

Viewing Active Series in Each Department
To see the active series in each department, simply click on the department name, or the small triangle to the left, to expand the series listing. The light gray bars you see are each a series in the Records Management system. For each series you will see the Series number, Series name, Retention period (in years) and the disposition method. The total number of boxes currently in storage is also shown in this view, but you may also get additional information by expanding the series to show individual boxes. This view shows the box number and name for each box in the series. You may also expand each box to see additional information about that specific box, including the dates the box covers, and the scheduled disposition date (should this series be approved as proposed).

Feel free to explore this screen by collapsing and expanding each of the hierarchical lists, to find the information you need.

Viewing Fully Approved Retention Schedules
Now, let's quickly look at the View Fully Approved Retention Schedules screen. Note that this screen will take some additional time to load, because it is pulling back a very large amount of information. Basically, it is going to show you every series currently approved in the Records Management system. This information can be useful if you are interested in researching how another department has handled similar record types to those being proposed in the retention scheduling round, or if you are otherwise just curious about what policies are in place across the institution.

RMPC Reports Still Provided in PDF
All of this information is provided for reference only, it does NOT replace the same information presented in a PDF report, which you will get six weeks in advance of the meeting, as always. Feel free to use the PDF, or this web page, according to your preferences.

Export Data to Excel Spreadsheet
You may also export this data at any time, by clicking on the Export All button above. This will provide you with a simple spreadsheet that documents the proposed retention policies. Note that this downloaded spreadsheet will only show the series information, not information on individual boxes.

When you are finished exploring these two screens, simply make another selection from the "I Want To…" Menu, to continue working in the RMS System.

If you have any questions about using this screen, or need additional information, please contact records management at dartmouth.records.management@dartmouth.edu

For more information

If you have any trouble using RMS, or have suggestions for future enhancements of the system, contact the Records Manager or the Records Analyst.