Identifying boxes for destruction

Click on the 'Query' button from the SRC Boxes tab

From the dropdown menus, select the following:

- Column: Approved for Destruction Date; Operator: isnull—this will filter out any boxes that have already been approved for destruction
- Column: Home Location; Operator: isnotnull—this will filter out any boxes that have been entered into Infolinx but have not been transferred to SRC storage
- Column: Scheduled Destroy Date; Operator: Between; Criteria: Enter date ranges into the boxes where 'Earliest Date' and 'Latest Date' are entered in the example below

Click the green 'Execute' button in the upper right corner of the page. The query results will display on the home screen.

Advanced Query Page - SRC Boxes

Existing Queries [_____] Query Name [_____] Scope [User ___]

[Save Query]   [Delete Query]   [Clear Query]

	Column	Operator	Criteria	Logic	Sort Type	Sort Order	Receive Scan
☐	Approved for Destruction ∨	IsNull ∨		And ∨	∨		☐
☐	Home Location ∨	IsNotNull ∨		And ∨	∨		☐
☐	Scheduled Destroy Date ∨	Between ∨	Earliest Date Latest Date	And ∨	∨		☑
☐	∨	= ∨		And ∨	∨		☐
☐	∨	= ∨		And ∨	∨		☐

[Add Row] [1____] [Clear Row]

[Preview]
SQL Query View

Tips:

- Some older boxes may appear in your query results with the same date in the 'Cutoff Date' and 'Scheduled Destroy Date' fields. Be aware that not all of these are really eligible for destruction; these are records with either an open-ended or permanent retention and are no longer accepted for storage. The eRM-3 will not allow you to select series with a permanent retention.
- If you want to narrow your search results by records series number, add the following to your query: Column: Records Series Number; Operator =; Criteria: <enter 6-digit series number>
- If you want to search for everything belonging to your agency that is past its required retention, enter 1/1/1900 in the 'Earliest Date' box.

Exporting search results

1. Select records desired for export. If you are exporting all of the search results, skip this step.
2. Click 'Export' button
3. Click 'Saved Export Templates'
4. Select 'Destruction Approval List' from the Existing Exports dropdown menu—this will choose the correct fields to export
5. If you have selected specific records for export, click 'Export Selected.' Otherwise, click 'Export Query.'
6. Once you see a note stating 'Query Export File Created,' click 'View File.'

A txt file containing the exported data will open in your browser. The data is delimited using the | symbol.

To create a spreadsheet to attach to eRM-3src form:

1. Copy the text and paste into Excel.
2. With the pasted data selected, click on the 'Data' tab at the top of your screen
3. Click 'Text to Columns'
4. Selected 'Delimited' and click Next
5. Select 'Other' and enter the | symbol into the box. Click Next.
6. Click 'Finish'

The fields should now be separated into their own columns. Save the spreadsheet using the following format: Agency Name Department Sub-department RM3 yearmonthday. This is the file you will attach to the eRM-3src form.