INFORMATION ACCESS OPERATIONS
Records Management Operations
Monthly Accomplishments Report
2010/2011

	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	YTD*
Records Management System Administration													
Number of responses to inquiries made to EDRMS Help	1302	1099	1090	1467	1119	1292	1439	2052	1261	1648	2054	1572	17395
Records Storage Services													
Number of boxes transferred to offsite storage **	5177	3900	4659	4435	3303	5119	7954	4244	2923	3520	5088	3931	54253
Number of boxes destroyed **	1529	1947	4827	1174	989	2392	5793	1432	1808	892	3651	3933	30367
Number of service applications received	226	246	381	299	254	260	258	202	227	203	183	368	3107
Number of service applications signed-off	151	119	141	202	140	106	95	132	54	96	170	78	1484
Number of boxes covered by the above-noted applications	2072	2164	4291	3223	2274	1364	2375	2650	754	2013	3764	1419	28363

** Note: transferred and destroyed boxes may not be accurate for current month until receipt of confirmation from facility which is after the end of current month

	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	YTD*
Archival Services													
Number of boxes eligible for transfer to archives	100	17	21	32	66	21	2	5	56	505	17	13	855
Training Services													
Number of training sessions delivered	16	12	10	4	6	9	13	10	11	10	17	20	138
Number of employees trained at above-noted sessions	**182**	94	85	39	26	38	85	68	64	124	161	161	1127
TRIM Implementation													
Number of TRIM demos/implementation inquiries	3	3	3	2	8	2	6	6	5	7	17	7	69
Number of TRIM implementations in progress	3	4	7	8	10	11	11	11	9	6	5	4	na
Number of TRIM implementations completed	1	0	1	0	1	0	0	0	2	2	1	0	8
ARCS/ORCS development*													
Number of schedules in progress/drafts	n/a	n/a	n/a	8	9	9	9						n/a
Number of schedules approved by RMO/Ministry	0	8	0	0	1	0	1	4	0	1	3	2	20
Number of schedules approved by PDC	0	0	8	0	0	0	0	0	6	0	0	6	20
Number of schedules approved by PAC	0	0	5	0	0	0	0	0	0	0	0	0	5
Number of schedules approved by the Legislature	0	0	0	0	0	0	0	0	0	0	0	0	0

*List of schedules presented to PDC can be found in TRIM: ARCS-00420-35/911A

*Note: The year to date figures only provide statistics where data has been available for tracking. For the purposes of this report, data collection began on June 1, 2010.

INFORMATION ACCESS OPERATIONS
Records Management Operations
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2011/2012

	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	YTD*
Records Management System Administration													
Number of responses to inquiries made to EDRMS Help	1302	1656	1295	1736	1513	1697	1669	1687	1119	1728	1827	1808	19037
Records Storage Services													
Number of boxes transferred to offsite storage **	5054	3347	3886	3509	2747	2828	2379	3851	4588	3514	4262	4849	44814
Number of boxes destroyed **	3430	3696	2979	3047	2902	3273	2697	2643	2383	1273	2551	1342	32216
Number of boxes removed	89	106	82	68	119	32	64	164	153	240	35	39	1191
Number of service applications received	235	214	266	172	212	195	260	250	182	263	229	331	2809
Number of service applications signed-off	82	236	223	143	170	218	259	136	204	176	245	74	2166
Number of boxes covered by the signed off applications	1244	4422	4559	2331	4748	3652	5993	1769	5768	3808	3710	5228	47232

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	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	YTD*
Archival Services													
Number of boxes eligible for transfer to archives	45	22	18	52	116	164	997	134	579	784	152	113	3176
Training Services													
Number of training sessions delivered	19	7	16	11	11	4	16	12	6	8	13	19	142
Number of employees trained at above-noted sessions	116	46	202	326	112	39	114	213	63	62	132	625	2050
Number of participants in ongoing IM110 to date													45
Number of participants in ongoing IM112 to date													61
TRIM Implementation													
Number of TRIM demos/implementation inquiries	4	2	1	1	2	3	3	4	4	1	3	1	29
Number of TRIM implementations in progress	2	3	3	5	6	5	3	1	1	4	4	4	na
Number of TRIM implementations completed	1		1	0	0	0	0	2	0	0	0	3	7
ARCS/ORCS development*													
Number of schedules in progress/drafts	8	8	8	8	8	8	2	2	2	2	2	3	n/a
Number of schedules approved by RMO/Ministry	0	2	0	0	1	0	1	0	0	0	0	0	4
Number of schedules approved by PDC	0	0	0	0	0	0	6	0	0	0	0	0	6

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Number of schedules approved by PAC	0	0	0	0	0	0	0	6	0	0	0	0	6
Number of schedules approved by the Legislature	0	21	0	0	0	0	0	0	0	0	0	0	21

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INFORMATION ACCESS OPERATIONS
Records Management Operations
Monthly Accomplishments Report
2012/2013

	April 2012	May 2012	June 2012	July 2012	August 2012	Sept 2012	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	YTD[*]
Records Management System Administration													
Number of responses to inquiries made to EDRMS Help	1292	1648	1549	1527	1634	1589	1415	2272	1063	2135	1969	2129	20222
Records Storage Services													
Grand Total boxes in storage at end of month (active) (includes IAO boxes)	950243	951898	948788	950334	953346	955185	954027	957930	957677	959685	962084	964131	
Total boxes in storage at end of month (active 1st stream)	945612	947267	944154	945699	948711	950550	949392	953291	953038	955045	957443	959490	
Total boxes in storage at end of month (active 2nd stream)	4631	4631	4634	4635	4635	4635	4635	4639	4639	4640	4641	4641	
Number of boxes transferred to offsite storage **	3540	5292	4451	4240	3806	2287	3489	2884	3978	2958	4895	1065	42885
Number of boxes destroyed **	0	5632	1059	1374	1459	3154	1560	391	951	2438	1811	1983	21812
Number of boxes removed **	65	70	74	33	26	28	91	315	55	148	61	26	992
Number of service applications received	249	371	249	247	199	181	368	256	165	249	258	347	3139
Number of service applications signed-off	87	138	151	98	198	236	297	393	242	193	90	209	2332
Number of boxes covered by the signed off applications	1081	1735	1892	5051	3099	3474	5594	8932	4689	2874	1390	2664	42475

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	April 2012	May 2012	June 2012	July 2012	August 2012	Sept 2012	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	YTD
Archival Services													
Number of boxes eligible for transfer to archives (may include micr	335	90	33	3575	549	203	313	162	262	741	145	202	6610
Training Services													
Number of training sessions delivered	14	19	13	11	11	9	16	18	6	11	11	11	150
Number of employees trained at above-noted sessions	136	215	218	71	74	84	166	233	49	70	90	117	1523
Number of participants in ongoing IM110 to date													45
Number of participants in ongoing IM112 to date													61
TRIM Implementation													
Number of TRIM demos/implementation inquiries													0
Number of TRIM implementations in progress													na
Number of TRIM implementations completed													0

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ARCS/ORCS development*

Number of schedules in progress/drafts	n/a
Number of schedules approved by RMO/Ministry	0
Number of schedules approved by PDC	0
Number of schedules approved by PAC	0
Number of schedules approved by the Legislature	0

*List of schedules presented to PDC can be found in TRIM: ARCS-00420-35/911A

*Note: The year to date figures only provide statistics where data has been available for tracking. For the purposes of this report, data collection began on June 1, 2010.