

# State Records Center Versatile Web User Guide

## Table of Contents

	Page
I. Logging in	2
II. Requesting Storage of 10 or less boxes of records at State Records Center	3
A. Submitting file information	5
III. Requesting Storage of more than 10 boxes of records at State Records Center	5
IV. Requesting Files or Boxes	7
A. Searching	7
1. Basic Criteria	7
2. Box/File/Document Criteria	8
3. Advance Criteria	9
4. User Defined	12
5. State and Barcode Only	13
B. Requesting Boxes or Files	14
V. Questions - Contact Information	19



- I. Logging in
  - a. Use Google Chrome or Microsoft Edge web browser.
  - b. Go to : <http://162.221.244.35/recordsroot/login.asp>
  - c. Enter your login and password
  - d. You are welcome to change your password after you confirm that you have access to the correct set of records.

II. Requesting Storage of 10 or Fewer Boxes at State Records Center

- a. Click on Creation
- b. Select Box Creation Request
- c. Delete or edit From Date and To Date.
- d. Enter Event Date – this is the date where we start calculating disposal date.

If these are files that closed at the end of the calendar year, then Event Date is the end of the year, 12/31/[year].

If these are files that closed at the end of the fiscal year, then Event Date is the end of the fiscal year, 6/30/[year].

**HAWAII STATE ARCHIVES** [Email Records Center](#)

Home Creation ▾ Retrieval ▾ Retention ▾ Security ▾ Help Logout

Hello, Gina Vergara-Bautista!

### Box Creation Page

[View Saved Drafts](#)

Storage Location: \*

Department: \*

Record Series:

Type of Box:

From Date (MM/DD/YYYY):

To Date (MM/DD/YYYY):

Event Date (MM/DD/YYYY):

Title: \*

Description: \*

Scanned:

Agency Box Number:

Records fumigated on:

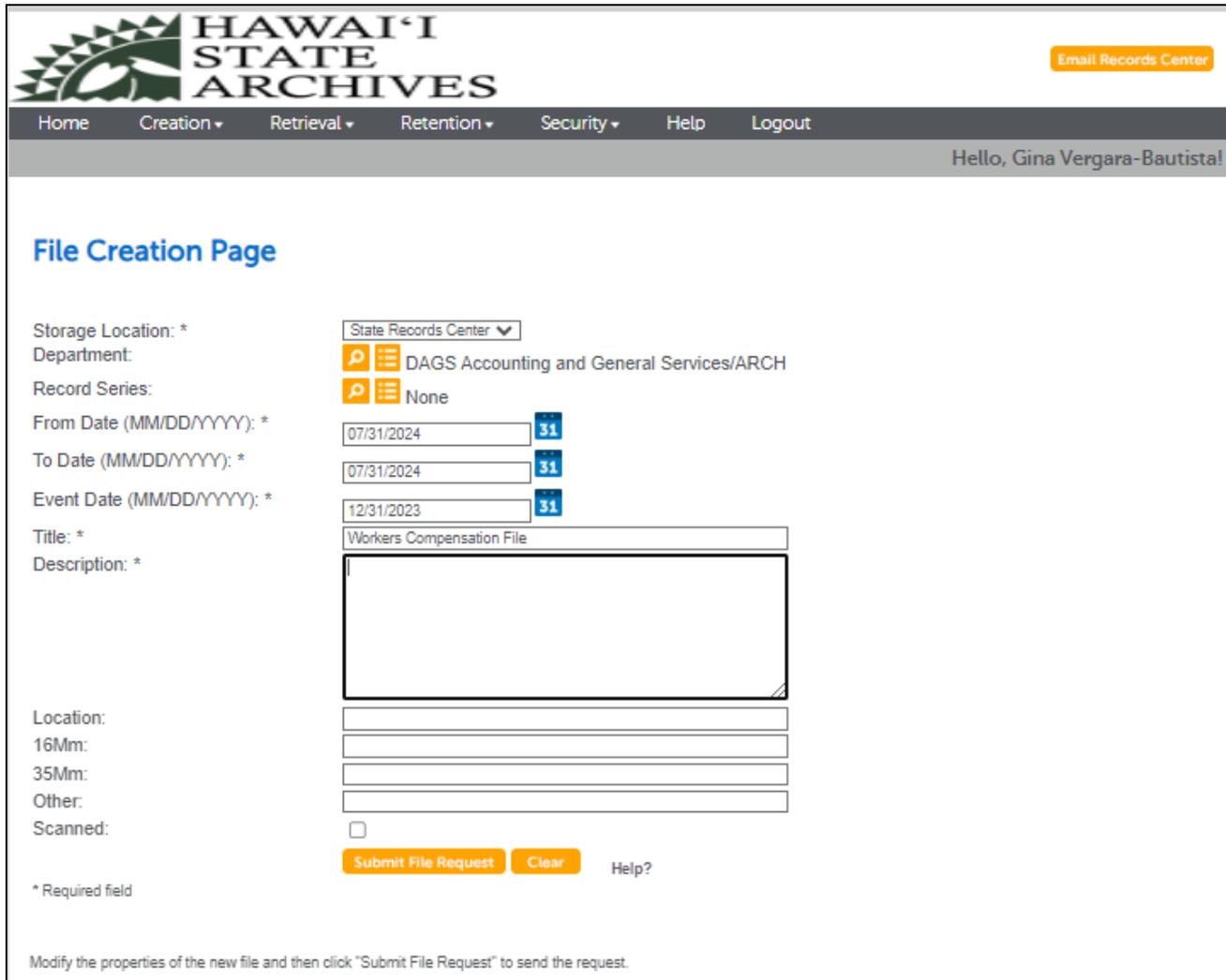
Restrictions On Use:

[Add Files](#) [Submit Box](#) [Save As Draft](#) [Clear](#) [Help?](#)

\* Required field

File Action	From Date	To Date	Description
0 file(s) in box			

- e. Adding file information.
  - i. After creating/submitting box information, Click on Add Files.
  - ii. From Date, To Date, and Event Date are currently required. Working on changing them to NOT required.
  - iii. Add Title and Descriptive Information that will help you find this file when you conduct a search. Use names, file numbers, etc.



**HAWAII STATE ARCHIVES** Email Records Center

Home Creation Retrieval Retention Security Help Logout Hello, Gina Vergara-Bautista!

### File Creation Page

Storage Location: \*

Department:

Record Series:

From Date (MM/DD/YYYY): \*

To Date (MM/DD/YYYY): \*

Event Date (MM/DD/YYYY): \*

Title: \*

Description: \*

Location:

16Mm:

35Mm:

Other:

Scanned:

[Help?](#)

\* Required field

Modify the properties of the new file and then click "Submit File Request" to send the request.

- f. Reviewing Box Creation Requests
  - i. Click on Creation.
  - ii. Select My Box Requests
  - iii. Change the dates if necessary
  - iv. Change status as needed: Complete, Pending, or All.
  - v. You may edit or cancel your pending requests.

The screenshot shows the Hawaii State Archives website interface. At the top left is the logo with the text "HAWAII STATE ARCHIVES". To the right is an "Email Records Center" button. Below the logo is a navigation bar with links: Home, Creation, Retrieval, Retention, Security, Help, and Logout. A user greeting "Hello, Gina Vergara-Bautista!" is displayed on the right. The main heading is "My Box Requests". Below this is a filter section: "Requested Date: 07/17/2024 to 07/25/2024" with "31" items in each date range, "Status: Pending", and a "Display All Requests?" checkbox. A "Refresh" button is on the right. Below the filter is a table with the following data:

Request Number	Requested By	Box Number	User Box Number	Label Printed?	Requested Date	Department	Actions
8	Gina Vergara-Bautista	Pending		N	07/24/2024	DCR Hawaii Paroling Authority	⋮ ✎ ✖
Closed CY 2023 General Parolee Files, A-Ad							

- III. Requesting to store more than 10 boxes of records at State Records Center.
- a. If you are sending more than 10 boxes, use the new ARM-5 which can be downloaded from:  
<https://ags.hawaii.gov/archives/about-us/records-management/records-management-forms/>

The screenshot shows the website for the State of Hawaii Department of Accounting and General Services, specifically the Records Management Forms page. The page features a navigation menu, a search bar, and a table of forms. The table lists two forms: ARM-5 (Revised 7/2024) and ARM-5a (Microfilm Storage). The ARM-5 form is described as a 'Records Transmittal and Shelf List' used for sending 10 or more boxes of records. The ARM-5a form is for 'Microfilm Storage'.

**State of Hawaii**  
**Department of Accounting and General Services**  
*Ka 'Oihana Loihelu a Lawelawe Laulā*

Home Office of the Comptroller Administrative Rules Reports Comptroller's Memoranda

Home » Hawaii'i State Archives » About Us » Records Management » Records Management Forms

### RECORDS MANAGEMENT FORMS

Form Name	Fillable PDF	MS Word	MS Excel	How-to Use	Example
<b>ARM-5</b> <i>Revised 7/2024</i> <b>Records Transmittal and Shelf List</b> Use this form when sending 10 or more boxes containing the same records series to the State Records Center. For 9 or less boxes, log in and enter data into the Hawaii State Archives Versatile Web portal. Contact State Records Center at 808-831-6780 or <a href="mailto:recordscenter@hawaii.gov">recordscenter@hawaii.gov</a> if you don't have an account or if you need training on how to use the system.				 <a href="#">PDF</a>	
<b>ARM-5a</b> <b>Microfilm Storage</b> for describing microforms to be stored in the State Records Center. Submit with ARM-5 form.					

**ARCHIVES CONTACT INFORMATION**

**Hawaii'i State Archives**  
**Kekāuluohi Building**  
**'Iolani Palace Grounds**  
 364 S. King Street  
 Honolulu, Hawaii'i 96813  
 Phone: (808) 586-0329  
 e-mail: [archives@hawaii.gov](mailto:archives@hawaii.gov)

**Business Hours:**  
 Monday - Friday, 9:00 a.m. to 4:00 p.m.

Closed Saturday, Sunday, and State Holidays

- b. Add more information on description of records so that you can figure out which box contains the file you are requesting.
- c. Event Date is the date when we start calculating disposal date.  
 If these are files that closed at the end of the calendar year, then Event Date is the end of the year, 12/31/[year].  
 If these are files that closed at the end of the fiscal year, then Event Date is the end of the fiscal year, 6/30/[year].

**Form ARM-5 RECORDS TRANSMITTAL AND SHELF LIST**

<b>Agency Name</b>	Dept. of Corrections & Rehabilitation, Hawaii Paroling Authority			
<b>Records Officer</b>	Matthew Sutton, DRO			
<b>Records Custodian</b>	Corey Reincke, Acting Administrator			
<b>Records Schedule</b>	SA-1 4/2/04			
<b>Schedule Item Number</b>	1			
<b>Restrictions on Use</b>	HPA use only			
<b>Total Number of Boxes</b>	219			
<b>Records are bug free</b>	yes			
<b>Records fumigated on</b>			<b>Optional</b>	<b>Optional</b>
<b>Agency Box No.</b>	<b>Description of Records</b>	<b>From Date</b>	<b>To Date</b>	<b>Event Date</b>
2023-001	Closed CY 2023 General Parolee Files		12/31/2023	12/31/2023
2023-002	Closed CY 2023 General Parolee Files		12/31/2023	12/31/2023
2023-003	Closed CY 2023 General Parolee Files		12/31/2023	12/31/2023
2023-004	Closed CY 2023 General Parolee Files		12/31/2023	12/31/2023
2023-005	Closed CY 2023 General Parolee Files		12/31/2023	12/31/2023
2023-006	Closed CY 2023 General Parolee Files		12/31/2023	12/31/2023
2023-007	Closed CY 2023 General Parolee Files		12/31/2023	12/31/2023
2023-008	Closed CY 2023 General Parolee Files		12/31/2023	12/31/2023
2023-009	Closed CY 2023 General Parolee Files		12/31/2023	12/31/2023
2023-010	Closed CY 2023 General Parolee Files		12/31/2023	12/31/2023
2023-011	Closed CY 2023 General Parolee Files		12/31/2023	12/31/2023
2023-012	Closed CY 2023 General Parolee Files		12/31/2023	12/31/2023
2023-013	Closed CY 2023 General Parolee Files		12/31/2023	12/31/2023
2023-014	Closed CY 2023 General Parolee Files		12/31/2023	12/31/2023
2023-015	Closed CY 2023 General Parolee Files		12/31/2023	12/31/2023
2023-018	Closed CY 2023 General Parolee Files		12/31/2023	12/31/2023

**Required Date used for retention Usually, FY or CY end**

- d. The file information submission form will be posted on the Hawaii State Archives website soon.

IV. Requesting Files or Boxes

a. Click on Retrieval

b. Select Search My Records

i. Searching

1. Basic Criteria

a. Enter the text you want to search for and click on the search button.

b. Don't forget to select Boxes or Files.

The screenshot shows the Hawaii State Archives website. At the top left is the logo with the text "HAWAII STATE ARCHIVES". To the right is a button labeled "Email Records Center". Below the logo is a navigation menu with items: Home, Creation, Retrieval, Retention, Security, Help, and Logout. A dropdown menu is open under "Retrieval", showing "Search Records", "View My Cart", and "View My Checkouts". On the right side of the page, it says "Hello, Gina Vergara-Bautista!". Below the navigation is the "Versatile Search" section. It includes a "Search In:" label with three radio buttons: "Boxes" (checked), "Files", and "Documents". To the right is a "Results per page:" dropdown menu set to "10". Below this is a row of tabs: "BASIC CRITERIA" (active), "BOX / FILE / DOCUMENT CRITERIA", "ADVANCED CRITERIA", "USER DEFINED", "STATE", and "BARCODE ONLY". The "Search Text:" field has a checked checkbox and a text input box containing "109". Below the input box is a "Help?" link and two buttons: "Search" and "Clear".

2. Box/File/Document Criteria

- a. The only useful search here User Box Number which is the same as Accession Number.

**HAWAII STATE ARCHIVES** Email Records Center

Home Creation ▾ Retrieval ▾ Retention ▾ Security ▾ Help Logout

Hello, Gina Vergara-Bautista!

### Versatile Search

Search In:  Boxes  Files  Documents Results per page: 10 ▾

**BASIC CRITERIA** **BOX / FILE / DOCUMENT CRITERIA** ADVANCED CRITERIA USER DEFINED STATE BARCODE ONLY

User Box Number:    
Record Center ID:    
Box Number(s):    
File Number(s):    
Document Number(s):

When entering multiple box numbers, file numbers or document numbers, please separate each number with a comma or a space. To list the inventory of a specific box, enter a box number and then select the checkbox to search in files. To list the inventory of a specific file, enter a file number and then select the checkbox to search in documents.

### 3. Advance Criteria

**HAWAII STATE ARCHIVES** [Email Records Center](#)

Home Creation ▾ Retrieval ▾ Retention ▾ Security ▾ Help Logout

Hello, Gina Vergara-Bautista!

## Versatile Search

Search In:  Boxes  Files  Documents Results per page: 10 ▾

**BASIC CRITERIA** BOX / FILE / DOCUMENT CRITERIA **ADVANCED CRITERIA** USER DEFINED STATE BARCODE ONLY

Storage Location:  State Records Center ▾

Department:  DCR Corrections and Rehabilitation/DCR Hawaii Paroling Authority  
 Include Sub-Departments

Record Series:  None  
 Include Sub-Record Series

Create Dates (MM/DD/YYYY):  [ ] 31 to [ ] 31

Submit Dates (MM/DD/YYYY):  [ ] 31 to [ ] 31

Event Dates (MM/DD/YYYY):  [ ] 31 to [ ] 31

Content Dates (MM/DD/YYYY):  [ ] 31 to [ ] 31

Submitted By:  None

Type of Box:  None ▾

Document Type:  None ▾

To list the inventory of a particular storage location, department or record series, check the box next to the appropriate item(s) and select a criteria. By choosing only a record series and selecting the checkbox to search in boxes, the results will list all the boxes in the specified record series.

[Search](#) [Clear](#)

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- a. Make sure the Department is correct.
- b. Check Include Sub-Departments if necessary.

- c. Select a series – General Records Schedules or Departmental if you want to filter your search by record series type.

The screenshot shows a web browser window with the address bar displaying "192.168.130.88/recordsroot/versatile/serieslist.asp?formname=search&formaction=&p...". The page content includes:

- Current Record Series: None
- Current Department: DCR Corrections and Rehabilitation/DCR Hawaii Paroling Authority
- A navigation bar with three tabs: "GRS", "DEPARTMENTAL" (which is highlighted in black), and "RECENTLY USED".
- A search results area containing three entries, each preceded by "[S]":
  - [SA-1 04/02/04 1 PSD: Parolee Files HI Paroling Authority CD+15 \(999999-00095.\)](#)
  - [SA-1 08/17/98 1 PSD: Crime Victims Comp. Victims Files FY+6 \(999999-00128.\)](#)
  - [SA-1 10/17/02 1 PSD: Hawaii Paroling Authority - Gen. Parolee Files CD+15 \(999999-00154.\)](#)

- d. Include other information for the search if you want to filter your search
- Create date = date the database record was created by SRC staff.
  - Submit date = date the ARM-5 form, or records information was submitted by your agency.
  - Event date = date the files closed (usually CY end or FY end)
  - Content dates = date ranges of the records in the box. This is a valid search only if you submitted that information to SRC.
  - Submitted by = name of person who submitted to ARM-5 form or data to SRC. This is usually the records custodian.
  - Type of box = use this filter if you want to see only one format of records: 16 mm microfilm 35 mm microfilm, bankers' box, other, or video.
  - Document type – disregard this filter.

#### 4. User Defined

##### a. Some of the useful filters:

- i. Agency Box Number = if you know the box number
- ii. File User Defined Fields are for microfilms

**HAWAII STATE ARCHIVES** Email Records Center

Home Creation Retrieval **Retention** Security Help Logout Hello, Gina Vergara-Bautista!

Retention Schedule  
Disposition Authorization  
Retention Abbreviations

### Versatile Search

Search In:  Boxes  Files  Documents Results per page: 10

BASIC CRITERIA BOX / FILE / DOCUMENT CRITERIA ADVANCED CRITERIA **USER DEFINED** STATE BARCODE ONLY

---

#### Box User Defined Fields

Scanned:   v  
Agency Box Number:    
Records are bug free:   v  
Records fumigated on:    
Restrictions On Use:

---

#### File User Defined Fields

Id:    
Dept:    
Div:    
Yr Rcd:    
Location:    
Acc:    
16Mm:    
35Mm:    
Fiche:    
Other:    
Filmedby:    
Comments:   Help?

Ck Out:   Help?

Removed:    
Scanned:   v  
Returned:

---

#### Document User Defined Fields

Format:    
Author:    
Addressee:    
Other Addressees:

Search for user defined data by entering the desired data and checking the box next to the appropriate item(s). Text fields can utilize the % character to do wildcard searches. Larger memo fields take advantage of full-text searching syntax.

5. State and Barcode Only

- a. Active/Inactive – not a good search filter. Do not use.
- b. Barcode Only – not a good search filter. Do not use.

The screenshot shows the Hawaii State Archives website interface. At the top left is the logo with the text "HAWAII STATE ARCHIVES". To the right is a button labeled "Email Records Center". Below the logo is a navigation menu with links: Home, Creation, Retrieval, Retention, Security, Help, and Logout. A grey bar below the menu displays the user's name: "Hello, Gina Vergara-Bautista!".

The main content area is titled "Versatile Search". Below the title, there is a "Search In:" section with three radio buttons: "Boxes" (checked), "Files", and "Documents". To the right of this section is a "Results per page:" dropdown menu set to "10".

Below the search options are several tabs: "BASIC CRITERIA", "BOX / FILE / DOCUMENT CRITERIA", "ADVANCED CRITERIA", "USER DEFINED", "STATE" (highlighted in blue), and "BARCODE ONLY".

Under the "STATE" tab, there are two sections: "Box State:" and "File State:". Each section has a multi-select dropdown menu with "Active" and "Inactive" options. To the right of each dropdown is a "Select All" button.

Below these sections is a note: "Hold the Ctrl key down to select more than one option in a list." At the bottom of the search area are two buttons: "Search" and "Clear".

ii. Requesting Box or File

1. Browse through the search result

**HAWAII STATE ARCHIVES** Email Records Center

Home Creation Retrieval Retention Security Help Logout Hello, Gina Vergara-Bautista!

### Search Results

Search Results for:  
 Searching in boxes where description contains '109' and storage location is 'State Records Center' and department is 'DCR Hawaii Paroling Authority' and record series is 'SA-1 04/02/04 1 PSD- Parolee Files HI Paroling Authority CD+15' and box state is 'active or inactive'

**18 Physical Record Entries Found** Print/Email Results  
(Prints all 18 items)

Results Pages: 1 2 [>] [>>]  
 Items displayed: 1 to 10 (10 items per page)  
 There are currently 0 item(s) in your cart.

Description	Box Number	User Box Number	Agency Box Number	Department
PSD Hawaii Paroling Authority CY 2014 General Parolee Files Acc 16-51 Box 2014-109	90854	16-51	Box 2014-109	DCR Hawaii Paroling Authority
PSD - HPA Acc # 19-77 CY 2018 General Parolee Files Box # 2018-109	101063	19-77	Box # 2018-109	DCR Hawaii Paroling Authority
PSD - HPA Acc # 22-023 CY 2020 General Parolee Files Box 2020-109	108825	22-023	Box 2020-109	DCR Hawaii Paroling Authority
PSD - HPA General Parolee Files CY 2019 Acc # 21-037 Box 2019-109	106004	21-037	Box 2019-109	DCR Hawaii Paroling Authority
PSD HPA Closed CY 05 General Parolee Files Acc 10-28 Box 2005-109	68403	10-028	Box 2005-109	DCR Hawaii Paroling Authority
PSD - HPA: General Parolee Files Closed CY 2016 Agency Box # 2016-109	96254	18-13	Box # 2016-109	DCR Hawaii Paroling Authority
PSD - HPA: General Parolee Files Closed CY 2017 Agency Box # 2017-109	96434	18-14	Box # 2017-109	DCR Hawaii Paroling Authority
PSD HPA Acc. 23-044 CY 2021 General Parolee Box 2021-109	111843	23-044	Box 2021-109	DCR Hawaii Paroling Authority
PSD HPA Closed General Parolee File CY 2006 Acc 11-11 Box 2006-109	72558	11-11	Box 2006-109	DCR Hawaii Paroling Authority
PSD HPA Acc. 23-097 Closed CY 2022 General Parolee Files Box 2022-109	114585	23-097	Box 2022-109	DCR Hawaii Paroling Authority

Select All Clear All Sort By: Description Refresh

+ Add to cart (click to add) - In cart (click to remove)

New Search

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2. If needed, configure your view. By adding, removing, reorganizing the columns in your search view.

**HAWAII STATE ARCHIVES** Email Records Center

Home Creation ▾ Retrieval ▾ Retention ▾ Security ▾ Help Logout

Hello, Gina Vergara-Bautista!

### Configure Search View

Column Name	Width	
Description	245	Remove
Box Number	20	Remove
User Box Number	20	Remove
Agency Box Number (Box)	50	Remove
Department	50	Remove

In Use: 385  
Available: 822 Reset

Column Name:  Width:  Add

Done

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- Click on the Description, Box number or User Box Number or Department to see more information about the box


Email Records Center

Home
Creation ▾
Retrieval ▾
Retention ▾
Security ▾
Help
Logout

Hello, Gina Vergara-Bautista!

## Box Description

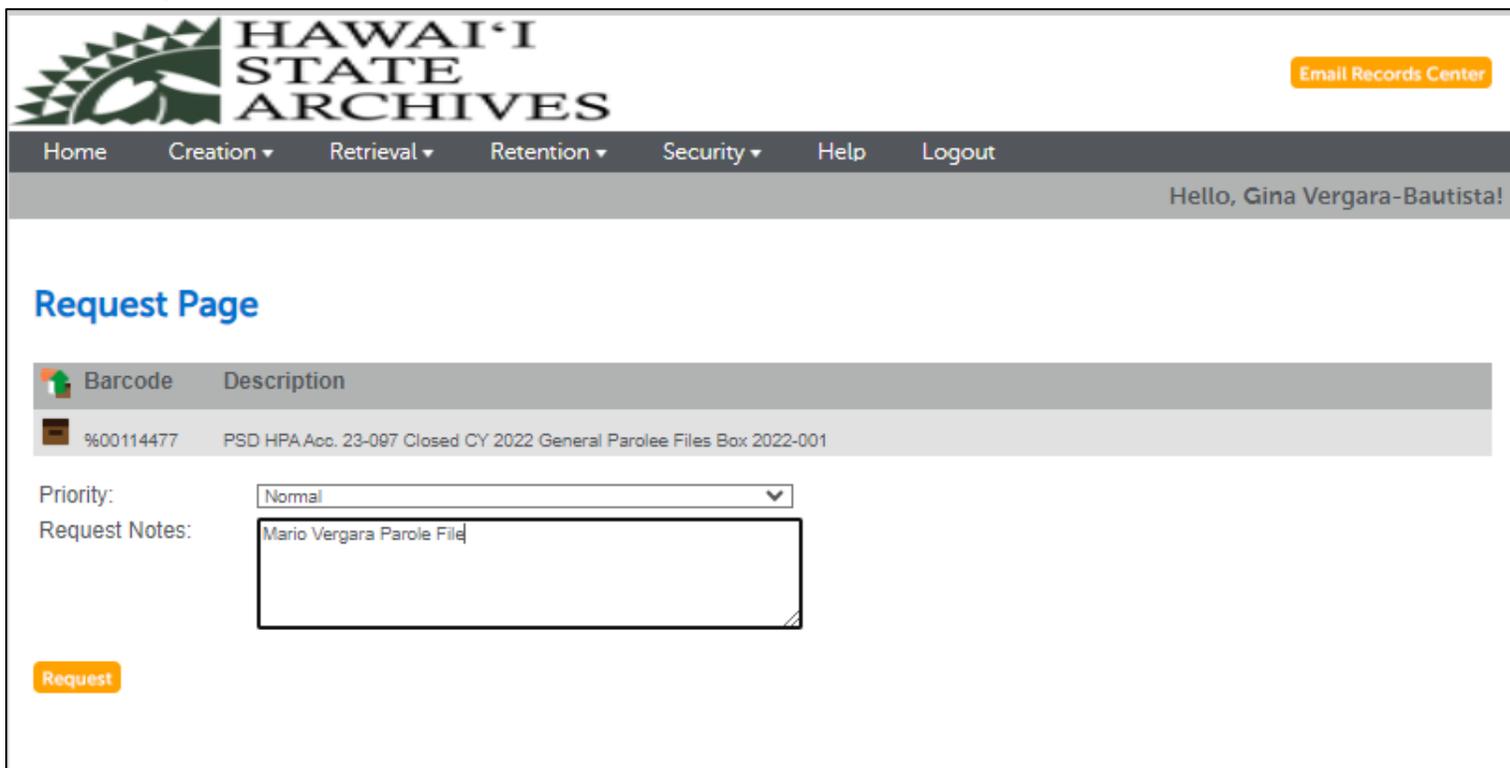
Open Printable Window

Box Number: 90854

Title:	PSD Hawaii Paroling Authority CY 2014 General Parolee Files Acc 16-51 Box 2014-109
Storage Location:	State Records Center
Department:	DCR Hawaii Paroling Authority (/3400000000/3491000000/)
Record Series:	SA-1 04/02/04 1 PSD: Parolee Files HI Paroling Authority CD+15 (999999-00095.)
Box Barcode:	%00090854
Box RFID:	%RFB00090854
User Box Number:	16-51
Record Center ID:	191
Box State:	Inactive
Create Date:	02/05/2024
From Date:	
To Date:	12/31/2014
Event Date:	12/31/2014
Misc Date:	
Type of Box:	Bankers
Box Location:	New Warehouse, Z -Z -0012 0115
Alt. Location:	ZZ-12-115
Calculated Retention:	
Calculated Destruct:	01/01/2030
Disposition Method:	
Submitted By:	Patanapaiboon, Maria
Checkout Status:	Available
Scanned:	No
Agency Box Number:	Box 2014-109
Records are bug free:	
Records fumigated on:	
Restrictions On Use:	
Description:	PSD Hawaii Paroling Authority CY 2014 General Parolee Files Acc 16-51 Box 2014-109
File count:	1 <span style="background-color: #f4a460; padding: 2px 5px; font-size: 0.8em;">Show Files</span>
Cart Status:	There are currently 0 item(s) in your cart. <span style="float: right; color: green; font-weight: bold;">+</span>

Back

4. When you find the box click on the  next to it.
5. Click on  |
6. Click on  if you no longer want to request a folder/record from that box
7. Click on 
8. Select priority  
 Normal = via messenger  
 Rush Delivery = you are picking up from State Records Center or requesting delivery by SRC.
9. If requesting file(s) from the selected box, enter in request notes text box the file title and/or number
10. If requesting entire box enter “Whole Box” in the request notes.



The screenshot shows the Hawaii State Archives website interface. At the top left is the logo with the text "HAWAII STATE ARCHIVES". At the top right is a button labeled "Email Records Center". Below the logo is a navigation menu with links: Home, Creation, Retrieval, Retention, Security, Help, and Logout. A user greeting "Hello, Gina Vergara-Bautista!" is displayed on the right side of the page.

The main content area is titled "Request Page". It features a table with two columns: "Barcode" and "Description".

Barcode	Description
 %00114477	PSD HPA Acc. 23-097 Closed CY 2022 General Parolee Files Box 2022-001

Below the table, there is a "Priority:" label and a dropdown menu currently set to "Normal".

There is also a "Request Notes:" label and a text input box containing the text "Mario Vergara Parole File".

At the bottom left of the form area is a button labeled "Request".

11. Order Confirmation will appear

The screenshot displays the Hawaii State Archives website interface. At the top left is the logo with the text "HAWAII STATE ARCHIVES". To the right is a button labeled "Email Records Center". Below the logo is a navigation menu with items: Home, Creation, Retrieval, Retention, Security, Help, and Logout. A user greeting "Hello, Gina Vergara-Bautista!" is visible in the top right. The main content area features a heading "Request Results Page" and a "Print Details" button. A confirmation message states "Your request was sent successfully." Below this, request details are listed: Service Request Number: 3299, Priority: Normal, and Request Notes: Mario Vergara Parole File. A table with two columns, "Barcode" and "Description", contains one row with the following data: 1, %00114477, PSD HPA Acc. 23-097 Closed CY 2022 General Parolee Files Box 2022-001. At the bottom center is a "New Search" button.

	Barcode	Description
1	%00114477	PSD HPA Acc. 23-097 Closed CY 2022 General Parolee Files Box 2022-001

12. To view, edit, cancel your request, click on Retrieval, Select View My Checkouts. Filter by transaction dates if you have lot of requests.

V. Questions: Contact  
Gina Vergara-Bautista  
808-831-6780  
recordscenter@hawaii.gov