Important information about changes to Federal Records Centers transfer numbers

With the launch of the Archives and Records Centers Information System (ARCIS), you will notice some changes to your transfer numbers (formerly known as "accession numbers"). The FRC is making these changes to help standardize numbering across the centers nationwide and to facilitate tracking of transfer and reference activity.

This flyer gives an overview of the new format for "ARCIS-born" transfer numbers (those that were created in ARCIS). It also outlines the changes you will see in "legacy" transfer numbers (those that were created in the NARS-5 legacy system).

ARCIS-born transfer numbers

The transfer number for any transfer created in ARCIS will look different than legacy transfer numbers. The first two characters ("PT") stand for "physical transfer". The next three characters indicate the record group number. The next four characters denote the fiscal year. The final four characters represent the system-generated transfer sequence number (i.e., the number of transfers in a record group during that fiscal year).
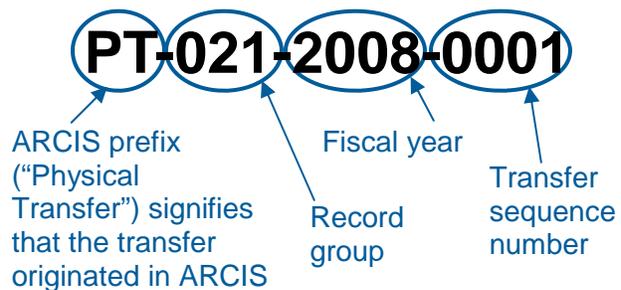
PT-021-2008-0001

ARCIS prefix ("Physical Transfer") signifies that the transfer originated in ARCIS

Record group

Fiscal year

Transfer sequence number

Figure 1:   ARCIS-BORN TRANSFER NUMBER
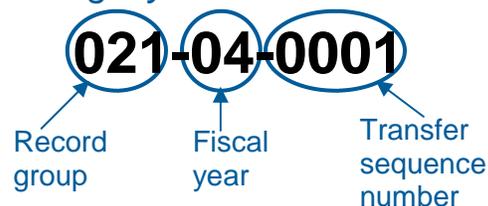
Legacy transfer numbers

The transfer number for any transfer created in the legacy NARS-5 system will change in ARCIS. The elements of these legacy transfer numbers will also be slightly different from the ARCIS-born transfer numbers described in the box above.

The first character is the facility code* that signifies the records center in which the record was shelved at ARCIS implementation. The next three characters indicate the record group. The following two characters denote the fiscal year. The next four characters are the transfer sequence number. The final three characters are the NARS-5 legacy system unique identifier (which typically referred to a local field office designator). If there was no identifier generated by the legacy system, these last three characters will not appear in the transfer number.

*FRC facility codes are as follows:
Atlanta—A, Boston—B, Chicago—C, Dayton/Dayton Kingsridge—D, Denver—V, Ft Worth—F, Lee's Summit/Lenexa—K, Philadelphia—P, Pittsfield—Q, Riverside—L, San Bruno—S, Seattle—T, St. Louis (MPR)—X or Y, St Louis (CPR)—U or R, Suitland (WNRC)—W.

This legacy transfer number...

021-04-0001

Record group

Fiscal year

Transfer sequence number

...will look like this in ARCIS

P021-04-0001-PGH

FRC facility code*

Record group

Fiscal year

Transfer sequence number

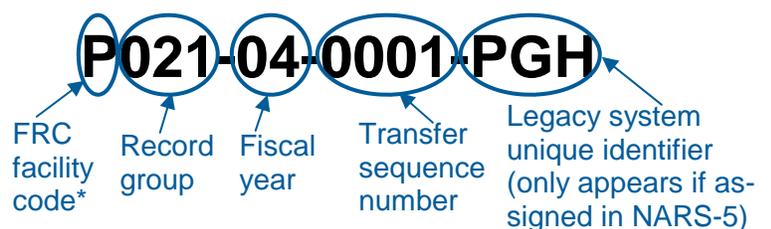Legacy system unique identifier (only appears if assigned in NARS-5)

Figure 2:   LEGACY TRANSFER NUMBERS, PRE- AND POST-ARCIS

ARCIS   FEDERAL RECORDS CENTERS

For assistance, contact the ARCIS help desk at 314-801-9300 or *arcishelp@nara.gov*