# Lab 4: Official Records Site Configuration

#### Objectives

After completing this lab, you will be able to:

* Configure the Corporation Portal/Intranet site for sending content to the Official Records site
* Configure the Official Records site to receive and organized content sent by an end-user manually or automatically (i.e. workflow)

#### Prerequisites

Before working on this lab, you must have:

* Labs 1, 2, and 3 must be completed

#### Scenario

To allow content to be sent to the Official Records, the Portal will need to be configured to allow users to send document or other type of content to the Official Records using a “**Send To**” user functionality. In general this process would normally be automated by using a workflow or other type of Business Process. The Official Records also need to be configured to effectively organize and route the content. You will configure these two environments in this lab. You will then test the routing functionality.

##### Estimated time to complete this lab: 60 minutes

### Exercise 1 Configure the Corporation Portal / Intranet site to alloyed users to send content directly to the Official Records site.

Configure the Portal to allow end-users to send content to the Official Records repository.

1. On your desktop, click **Start**
2. Select **All Programs**
3. Select **Microsoft Office Server**
4. Select **SharePoint 3.0 Central Administration**
5. In the Central Administration page, Select **Application Management**
6. Under the **External Service Connections** click on **Records center**
7. In the **Records Center Connection** section, select **Connect to a Records Center** and enter the following link “<http://OS:86/OfficialRecords/_vti_bin/officialfile.asmx>”.
8. In the **Display name** of the same section enter: **Official Records**

**Note:** You can copy the link into a new Browser session top make sure that the URL you entered is valid. If it is, it will return a web page indicating all available operations on that web service.

1. Click **OK**
2. Close your web browser

### Exercise 2 Configure the Official Records Center site.

Since in Lab 3 you created the Official Records Center site, you will now configure that site to implement the file plan needed for your organization’s records management program. The file plan you will create will be associated with Contracts.

*For the next steps you need to return to the Official Site you created in Lab 3.*

*To return to the Official Site site…*

1. In a new browser session, browse to the following address <http://OS:86>
2. Click on the **Official Records** link located in the top navigation bar.

You will now implement a file plan in this Official Records site to accept and route “Contract” type of documents.

Implementing a file plan in an Official Records site is a two-step process – first create a repository and second a routing to send the appropriate record to the appropriate repository. For each “record type” in the file plan, you will:

1. Create a document library to store records of a specific type, and configure appropriate metadata and policies for that library
2. Create an entry in the Record Routing list for the type, which will specify that incoming records of that type should be routed to the document library created in the previous step.

This table lists our sample file plan. For each record type, we will be adding:

* A single metadata field, which will be required for all submitted records of this type.
* A retention policy, which will specify how long each record of the type should be retained in the Official File site.
* An audit policy, which will specify which events that occur to records of this type must be audited, to the “Contracts” record type in this case.

**Note:** It is important to understand that each document (in whatever form – Word, Excel, PPT, Web Page, Email, etc.) will need to have a “Record type” for classification.

|  |  |  |  |
| --- | --- | --- | --- |
| **Record type** | **Required metadata** | **Retention policy** | **Audit Policy** |
| Contracts | Final Effective Date (date property) | Retain for 7 years after Final Effective Date | Audit View events |

Create a new document library for each “Record type” by doing the following:

1. On the Home page of the **Official Records** site, click **Site Actions**
2. In the **Site Actions** list, select **Create**
3. On the Create page, in the **Libraries** section, click **Document Library**.
4. On the New page, enter the following values for the settings:
5. **Name:** Contracts (this is the name of the Document library)
6. **Description:** <blank>
7. **Navigation** section**: Display this document library on the Quick Launch?:** Yes
8. **Document Version History:** No (There are no needs to enable versioning in document libraries within an Official Records site due to the fact that all documents sent to this site (and routed to this library) will be dynamically renamed to assure uniqueness.)
9. **Document Template:** Microsoft Office Word Document
10. Click **Create**

In the next steps you will create the required metadata columns (or content type) for each library (in this case you only have one) by doing the following:

**Note:** *The steps in this section should be repeated for each document library created in steps 3 - 7 above with the appropriate column name and type defined in the file plan. For this exercise there is only one but, in an implementation, there will be many!*

1. Click **Contracts** on the Quick Launch navigation (left hand side under Documents)
2. Click the arrow next to **Settings**, and then click **Create Column** on the menu.

**Note:** There are a few ways to create Columns within a library. The following steps show one of those ways. Creating a “Content Type” and associate it with this library is another.

1. On the Add Column page, enter the following values for the settings:

* **Column Name:** Final Effective Date
* **Type:** Date and Time
* **Description:** <blank>
* **Require that this column contains information:** Yes
* **Date and Time Format:** Date Only
* **Default:** (none)
* **Add to Default View:** Check the box if not already checked

1. Click **OK**

In the following steps you will configure a policy for each storage locations (in this case you only have one) by doing the following:

1. In the **Contracts** library (Click **Contracts** on the Quick Launch navigation if not already there).
2. Click the arrow next to **Settings**, and then click **Document Library Settings** on the menu.
3. On the **Customize Contracts** page, in the **Permissions and Management** section, click **Information management policy settings**.

**Note:** You should try to remember that this option “Information management policy settings” is available on this document library only because there are no “Content Types” assigned to this library. If there were, this option would not have been available and the policy would need to be set on the content type itself rather than on the library.

1. On the “**Information Management Policy Settings: Document”** page, click “**Define a Policy…”**, and then click **OK**.
2. On the “**Edit Policy: Document**” page, do the following:
   * + In the **Name and Administrative Description** fields for the policy, type a description such as **“Contracts and licenses that document binding agreements between Litware Inc. and external parties.”**
     + In the **Policy Statement** field for this policy, type a description such as **“Agreements between Litware Inc. and an external party.”**
     + Leave the **Labels** check box unchecked.
     + In the **Auditing** section, check the box to enable Auditing. The page will refresh and list the available options.

**Note:** *This activates the Auditing policy feature and displays the UI for specifying the Auditing policy.*

* + - 1. In the **Auditing** section, select the **Opening or downloading documents, viewing items in lists, or viewing item properties** check box.
    - In the **Expiration** section, check the “**Enable Expiration”** box. ***Note:*** *This activates the Expiration policy feature and displays the UI for specifying the Expiration policy.*

1. Under “**The expiration period is”**, click “**A time period based on the item’s properties”**.
   1. Specify the appropriate retention formula by doing the following:
      1. In the top drop-down list, select the date property you want to use as the base date. In this case select the **Final Effective Date** made available from the library column you created earlier.
      2. In the text box to the right of the plus sign (+), enter the offset you want to use with the base date, and then in the rightmost drop-down list, select the unit you want to use for the offset (for example, enter “**7”** and select “**years”**).
      3. In the “**When the item expires”** section: Click “Start this workflow” and select the “**Approval”** workflow.

**Note:** Leave Form Conversion for Archiving and Barcodes check boxes unchecked if available for selection.

1. Click **OK**

Your policy (File Plan) for this document library is now configured.

**Return** to the Official Records site home page by clicking the “**Official Records”** link on the top navigation.

1. To complete the required configuration (second step in the process)… Configure the record routing entries for each record type by doing the following (note that in this case there is only one!):

For reference, here is the “**Record Type**” table that you will create, based on the file plan created earlier.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Description | Location (the document lib. Name) | Aliases | Default |
| Contracts | Contracts and licenses that document binding agreements between Litware Inc. and external parties. | Contracts | <none>  **NOTE:** Entering Content Type names in this field will allow different Content Type documents to be routed automatically to this library. This will become useful if you want to route other content type like the one you will create in Lab 7. | No (unchecked)  **Note:** Default means that if the system does not know where to route the item (document, email, etc) will end up in this location. You may have notice the “Unclassified Records” library. It was created for that purpose. |

1. In the Official Records site home page, click the “**Configure Record Routing”** link located in the “Links” Web Part on the top right hand side of the page. **Note:** The Record Routing link in the Lists item on the left navigation will bring you there too!

*This opens the list view for the “****Record Routing****” list.*

1. In the Record Routing view, click the arrow next to **New**, and then select **New Item** on the drop down.
2. On the “**Record Routing: New Item**’ page, enter the appropriate information for the Record Routing from the table above.
3. Click **OK**

Your Official File site is now completely configured for “Contract” content type and ready to receive content (Contracts library) from other servers/site/individuals/workflow/etc.

**Overseeing a Records Management Program**

A critical element of any records management program is continual monitoring to ensure that the program is being followed consistently and correctly. In the Official Records Center site, the most important point of oversight for records managers is the volume of each type of record. Because records are generally submitted and routed automatically, records managers should periodically check to evaluate the relative quantities of records of each type, to ensure that these numbers match what they expected to see.

If the usage numbers do not line up with expectations, the routing settings may need to be corrected (if it is determined that the expectations were correct – no specific actions may be required), or the company’s IT group might need to adjust its storage resource allocations to meet the long-term demands of the Official Records repository site.

### Exercise 3 Test the Records Management functionality

In this exercise you will create a Team Site and a new document library within the Team Site. This Team Site will be will be create in the “**Portal Site**” site. You will then create a column in the document library called “**Final Effective Date**”.

* These exercises are not fully documented because it is believed that you now know the “How To”.

1. Launch you browser and point it to the <http://hol.litwareinc.com> site.
2. Login as “litwareinc\brianc” by using the “**Sign in as Different User**” by clicking on the down arrow beside the “**Welcome <User ID>**” on the top right corner of your web page.
3. Make sure you see “**Welcome Brian Cox**” on the top corner of your web page before proceeding. (If you cannot login in as brianc, you may have lost communication with the Domain Controller. In this case, please advise the instructor)

**Note:** To test this functionality it is better to be a regular user (that has the appropriate rights) other than an Administrator.

1. Click the “**Sites”** link located in the top navigation bar
2. Create a Team site called “**Legal Team**” with the same permissions as the parent site.
3. Create a Document Library called “**Contracts**” having “**Microsoft Office Word 97-2003 document**” as template

**IMPORTANT**: Due to a bug, if you do not select the “**Microsoft Office Word 97-2003 document**” template as template, exercise 2 of Lab 7 may not work!

1. Create a new “**required**” Column called “**Final Effective Date**”.
2. Create a new Word document (click OK on all messages if any) called “**The Other Co Contract**” in this library with a “**Final Effective Date**” of ***August 31, 2008*** by clicking “**New**” and save it into this Contracts document library.
3. Save and Close the word document and return to the library (you may need to refresh your browser session to see the newly created document in it)
4. Send your document to the Official Records site manually (move your mouse on top of the document, click the arrow and select Send to – choose Official Records) you should receive an “**Operation Completed Successfully**” page.

**Note:** The Official Records option is visible because of the Exercise 1 above.

1. Click **Ok**
2. Return to the **Official Records** site (<http://OS:86>) and look at the location the document you send was routed. It ended up in the “**Unclassified Records**” library. This is because the Routing service does not have enough information to route the document. By adding the Content Type of “Document” to the Aliases field this document will be routed to the correct Document Library – in this case “Contracts”.
3. Edit the Contracts Record Routing and add “Document” to the Aliases.
4. Send the same document (again as brianc) to the Official Records.
5. This time the document should be routed to the “**Contracts**” document library.

**Note:** Keeping “Document” in the Aliases field will cause all documents that are based on the default “Document” Content Type to be routed to the Contracts library. In Lab 7 you will create the appropriate Contracts Content Type. You will then need to edit the Aliases field again to route the newly created Contracts Content Type – you will need to remove the “Document” alias too.

Lab Completed!