**ARCHIVAL UTILITY GUIDE**

1. Once the Work Item (WI) moves to the archival workflow step, an insertion will occur into the NG\_DMS\_ARCHIVAL\_WI\_LIST table. From this table, based on the status, if the status is 'R', the utility will pick the WI, and related process details will be fetched from the Master table.
2. Based on the process-related external table (exttable), the respective WI-associated CIF will be retrieved and validated to check whether it is an RCIF or a CCIF. Using this CIF ID, a folder will be created under the parent folder, customerDocuments.
3. A sub-folder for the CIF will be created, and documents will be associated with a specific data class (e.g., KYC documents). Under the CIF folder, based on the document type, the related document path will be fetched from the Master table, and sub-folders will be created (e.g., KYC Documents, Tax Related, ID Documents, etc.).



The relevant documents will be archived under these folders.

