

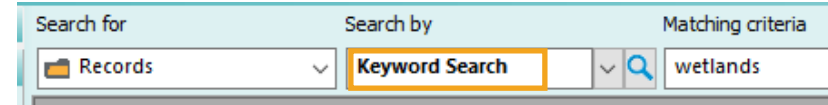


This document identifies search parameters for **Boxes** in Content Manager (CM). Review the [“Search Manual”](#) and other [job aids](#) for detailed guidance on how to perform searches using the below search parameters.

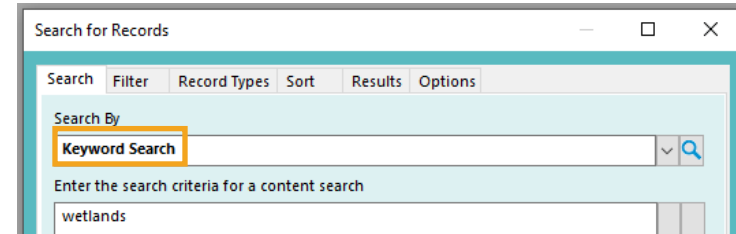
### How to search for Boxes:

In the “Search by” field enter any of the parameters from the green column below. (You can also enter the search parameter **Record Type = Box** to ensure that you are not searching for other record types.)

### Basic Search (single parameter):



### Advanced Search (multiple parameters):



### To Search Across Multiple Fields:

“Search By” Parameter in Content Manager	Which fields does it search?	Instructions
<b>Keyword Search</b>	<ul style="list-style-type: none"> <li>- Title</li> <li>- Notes</li> <li>- Record Number</li> <li>- Owner (i.e. agency/office name)</li> <li>- Category</li> <li>- Agency Number</li> <li>- RC Accession Number</li> <li>- Matter Description (Pre-2019 Boxes only)</li> <li>- Box Description (Pre-2019 Boxes only)</li> <li>- RC Legacy Org Code (Pre-2010 Boxes only)</li> <li>- RC Legacy Location Number (Pre-2010 Boxes only)</li> </ul>	<p>Enter your search term.</p> <p>Use quotes for phrases (e.g. “project report” or “95-976”) and use asterisks/wildcards for partial words (e.g. duwam*).</p> <p>For multiple keywords, use BOOLEAN operators (i.e. Duwamish AND 978578).</p>
<b>Any Word</b>	<ul style="list-style-type: none"> <li>-Title</li> <li>-Notes</li> </ul>	Same as above.





### To Search in Specific Fields:

"Search By" Parameter in Content Manager	What is this field?	KC ERMS Field Name (legacy system)	Content Manager Field Name (current data)	Notes/Instructions when using this parameter
Keywords from the <b>Title</b> or <b>Notes</b> of the box.				
<b>Title Word</b>	Box <b>Title</b> as entered by the user	Box Name	Box Title	Enter a word. For phrases use quotation marks (i.e. "project files").
<b>Notes Word</b>	Box <b>Notes</b> as entered by the user. (Notes also include legacy Matter and Description fields).	Box Notes	Box Notes	Enter a word. For phrases use quotation marks (i.e. "project files").
Names of <b>People</b> associated with the box.				
<b>Creator</b>	The name of the user that <b>created/entered</b> the box.	Box Created By	Creator	Enter a name (or partial name) in the field and then click the blue folder button. Must enter last name first.
<b>Dates</b> associated with the box.				
<b>Box Start Date</b>	<b>Beginning date</b> for the box contents, as entered by the user.	Box Begin Date	Box Start Date	Enter a date or a date range, or choose other date options.





# Content Manager Guidance

## Boxes – Search Parameters and Field Crosswalk

“Search By” Parameter in Content Manager	What is this field?	KC ERMS Field Name (legacy system)	Content Manager Field Name (current data)	Notes/Instructions when using this parameter
<b>Box End Date</b>	<b>End date</b> for the box contents, as entered by the user	Box End Date	Box End Date	Enter a date or a date range, or choose other date options.
<b>Cutoff Date</b>	Box <b>cutoff date</b> (i.e. date the records became <b>inactive</b> ) as entered by the user. Previously Date Closed.	Box Cutoff Date	Cutoff Date	Enter a date or a date range, or choose other date options.
<b>Date Filed</b>  (after 10/6/2019 only)	The date the box was <b>created / entered</b> into the current system, Content Manager (CM).	Date Box Created	Date Filed (after 10/7/2019)	Enter a date or a date range, or choose other date options. <b>(use this parameter for boxes created in Content Manager [on or after 10/7/2019])</b>  Note: all boxes created before 10/6/2019, will have the Date Filed of 5/24/2019, which is the date they were migrated into Content Manager from KC ERMS. For the date they were entered into KC ERMS, use Date Created (below).
<b>Date Created</b>  (before 5/11/2019 only)	The date the box was <b>created / entered</b> into the predecessor system, KC ERMS.		Date Created (before 5/10/2019)	Enter a date or a date range, or choose other date options. <b>(use this parameter for boxes created in KC ERMS before May 11, 2019)</b> [LEGACY FIELD]  Note: this field is only reliable for boxes created in KC ERMS (before 5/11/2019). For boxes





# Content Manager Guidance

## Boxes – Search Parameters and Field Crosswalk

“Search By” Parameter in Content Manager	What is this field?	KC ERMS Field Name (legacy system)	Content Manager Field Name (current data)	Notes/Instructions when using this parameter
				created after that date, it is usually the same as the Cutoff Date/Date Closed, because the system does not allow a Date Created to be later than the Date Closed.
<b>Date To destroy</b>  OR  <b>Date To archive (keep forever)</b>	Date the box is <b>eligible for destruction or transfer.</b>	Disposition Eligible Date	Scheduled Disposal Method	Enter a date or a date range, or choose other date options.  Note: Use “Date to destroy” vs. “Date to archive” depending on the archival status of the category/record series.
<b>Other Metadata</b> (information/details) about the box.				
<b>Record Number</b>	Content Manager’s <b>auto-generated number</b> that goes on the label.	Box ID Number	Record Number	The numbers from KC ERMS are the same, but boxes now have a "B" in front of them (i.e. 4995 is now B4995).
<b>Box Description</b> (legacy data)	Box <b>description</b> as entered by the user.	Box Description	Box Description	Use asterisks (*) before and after search terms (i.e. *report*).  (Legacy field, not used anymore. All box descriptions have been migrated to the Box Notes field, but can still separately be searched here. )





# Content Manager Guidance

## Boxes – Search Parameters and Field Crosswalk

“Search By” Parameter in Content Manager	What is this field?	KC ERMS Field Name (legacy system)	Content Manager Field Name (current data)	Notes/Instructions when using this parameter
<b>Agency Number</b>	An <b>optional box number</b> entered by end users, their own number that is different from the KC ERMS/CM generated number.	RC Agency Box Number	Agency Number	Enter a number. Use wildcards (* or ?) for partial numbers.
<b>Is in one or more holds</b>	Whether a record is <b>on a legal hold</b> and cannot be dispositioned. (yes/no field)	Hold	Is in one or more holds	No searching needed. Simply add this parameter to find records on hold. Or select NOT at the bottom to find records not on hold.
<b>Consignment Number</b>	The <b>disposition number</b> for the box in Content Manager, identifying it as being scheduled for disposition.	n/a	Consignment Number	Disposition number generated from CM. Successor to the Session Details field.
<b>File Plan Details (Content Manager / Records Center storage information)</b>				
<b>In space</b>	<b>Physical location</b> of the box within the <b>Records Center</b> .	RC Space Code	Home	To search for a <b>specific Records Center location</b> , Enter the 16-digit space number that corresponds with the displayed location. For example "Records Center, Row 340, Shelf 17, Slot 1" is entered as "0005-0340-0017-0001". Use wildcards (*) or (?) for portions of the space that is unknown. For example searching *0340* would show all spaces in Row 340.





# Content Manager Guidance

## Boxes – Search Parameters and Field Crosswalk

"Search By" Parameter in Content Manager	What is this field?	KC ERMS Field Name (legacy system)	Content Manager Field Name (current data)	Notes/Instructions when using this parameter
				<p>To search for a box that is <b>NOT at the Records Center</b>, change the "Select search style for Space" option to "Where home space is not specified".</p> <p>To a search for a box that is <b>anywhere in the Records Center</b>, choose the above "Where home space is not specified" setting and click the NOT button.</p>
<b>Category</b>	The title/name of the retention <b>category</b> associated with the box.	Category Name	Category	Instead of searching, you will probably click the blue folder icon and scroll through available categories, which are in alphabetical order.
<b>Owner</b>	The <b>organization/agency</b> that owns the records in the box.	Department, Division, Section/ID	Owner (Organization)	Instead of searching, you will probably click the blue folder icon and scroll through available owners, which are in alphabetical order.
<b>Matter Description</b> (legacy data)	The title of the <b>matter</b> associated with the box.	Matter	Matter Description	<p>Enter a word. For phrases use quotation marks (i.e. "project files")</p> <p>(Legacy data, boxes created before 5/11/2019 only. Matter descriptions have all been migrated into the Box Notes, but are also searchable here.)</p>
<b>RC Accession Number</b>	The <b>numerical accession number</b> (i.e. (19-347) manually given to boxes when they are accessioned into storage.	RC Accession Number	RC Accession Number	Use asterisks (*) before and after search term(s)





# Content Manager Guidance

## Boxes – Search Parameters and Field Crosswalk

<b>“Search By” Parameter in Content Manager</b>	<b>What is this field?</b>	<b>KC ERMS Field Name (legacy system)</b>	<b>Content Manager Field Name (current data)</b>	<b>Notes/Instructions when using this parameter</b>
<b>RC Legacy Location Number</b> (legacy data)	<b>Old Records Center Location</b> Number from a pre-2010 transmittal (from the old warehouse).	RC Location Number	RC Legacy Location Number	Use asterisks (*) before and after search term(s)
<b>RC Legacy Org Code</b> (legacy data)	Old 4-digit org code from a pre-2010 transmittal.	RC Org Code	RC Legacy Org Code	Use asterisks (*) before and after search term(s)
<b>RC Legacy DAN</b> (legacy data)	Old DAN at the time the record was entered/sent from a pre-2010 transmittal.	RC DAN Number	RC Legacy DAN	Use asterisks (*) before and after search term(s)
<b>RC Legacy Disposition Number</b> (legacy data)	Old Disposition number (e.g. TR-93-017)	RC Disposition Number	RC Legacy Disposition Number	Use asterisks (*) before and after search term(s)

