

# Records Management System (RMS)

## Records Coordinator Training

December 2024



# Records Management System

The Records Management System (RMS) was implemented in 2016.

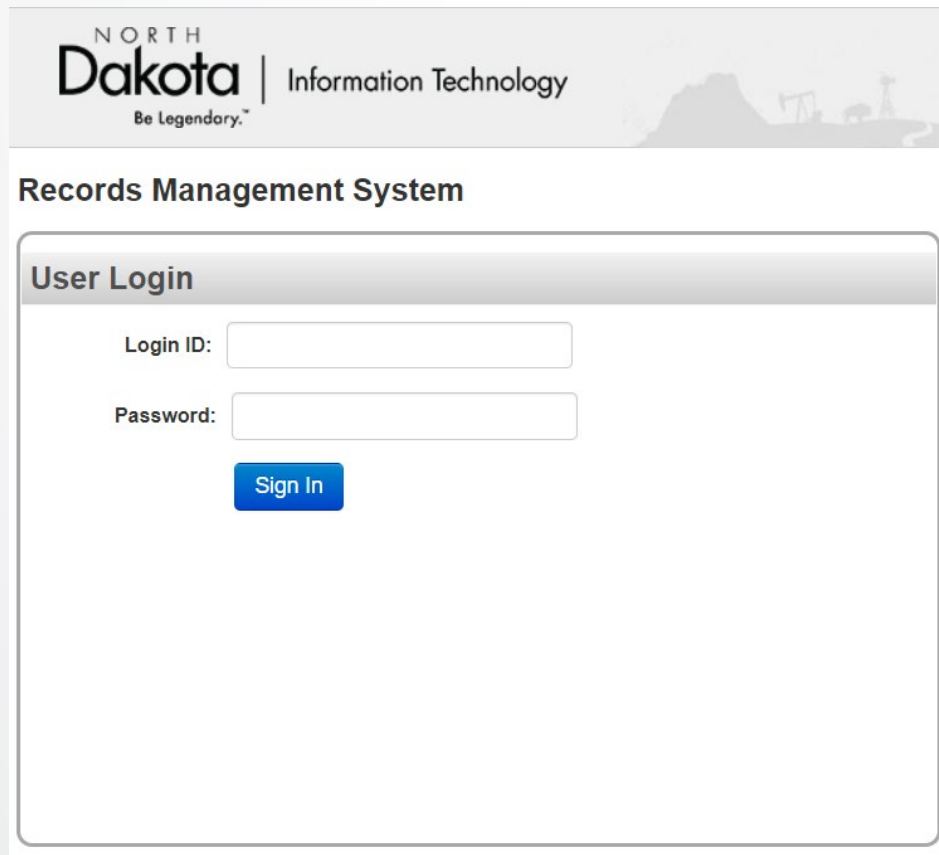
Records-related data includes:

- Records Retention Schedule:
  - Search for individual record series (groups of like records) details under the "Record Series" tab
  - History of previous updates (found under "Record Series History", including SFN 2042-Record Series Description forms under "prior 2015")
- Records Disposal information
  - Disposal volumes can be added under "Disposal Reporting"
  - Division status found under "Department"
- Reports (can generate disposal, archival records and user reports)
- Only agency Records and/or Forms Coordinators have access

# Log In

<https://apps.nd.gov/itd/recmgmt/rm/user/login>

- Use nd.gov (active directory) account credentials



The screenshot shows the login interface for the North Dakota Information Technology Records Management System. At the top, the header includes the North Dakota logo with the tagline "Be Legendary.™" and the text "Information Technology". Below this, the title "Records Management System" is displayed. The main content area is titled "User Login" and contains two input fields: "Login ID:" and "Password:". A blue "Sign In" button is positioned below the password field.

# Home Screen

NORTH  
**Dakota**  
Be Legendary.™

Information Technology

Welcome RM User

Log Out

Working As: 

Clear

Change

Home

Record Series

State Forms

Department

Reports

Forms Inventory

Record Series Requests

Submit Request

Nothing found to display.

Record Series

State Forms

Forms Inventory

Search Record Series

RCN:

Title:

Department:

Division: 

Select Division

▼

Date Range: 

Start Date

📅

 to 

End Date

📅

Media Type: ☐ Paper ☐ Electronic ☐ Other

Additional Filters

☐ Include Inactive Records

☐ Include ND General Records

☒ Include Disposed Records

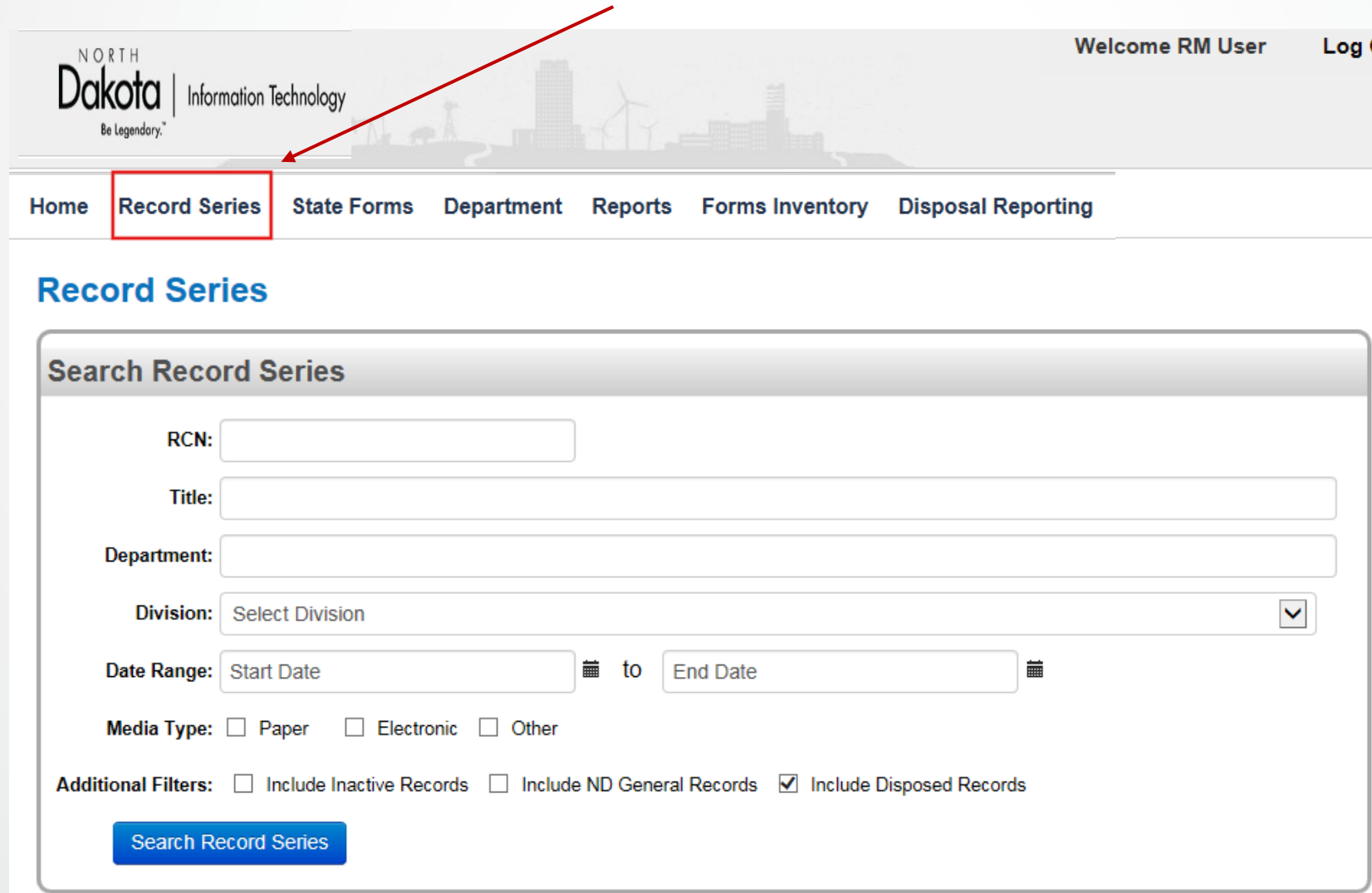
Search Record Series

# View “Record Series”

Information on record series (retention schedule details) is available from two areas (**Home** screen - below):

The screenshot displays the North Dakota Information Technology system interface. At the top, the header includes the logo "NORTH Dakota | Information Technology" with the tagline "Be Legendary." and a navigation bar with links: Home, Record Series, State Forms, Department, and Forms Inventory. The user interface shows a "Welcome RM User" message, a "Log Out" button, and a "Working As:" section with "Clear" and "Change" buttons. A red arrow points from the text "Home screen" in the preceding paragraph to the "Record Series" link in the navigation bar. Below the navigation bar, the "Record Series" tab is selected, and the "Search Record Series" form is visible. The form includes input fields for "RCN:", "Title:", "Department:", and "Division:" (a dropdown menu). It also features a "Date Range:" section with "Start Date" and "End Date" fields, and a "Media Type:" section with checkboxes for "Paper", "Electronic", and "Other". Under "Additional Filters", there are checkboxes for "Include Inactive Records", "Include ND General Records", and "Include Disposed Records" (which is checked). A blue "Search Record Series" button is at the bottom of the form. On the left side of the interface, a "Record Series Requests" section shows "Nothing found to display."

Or the **Record Series** option at the top:



NORTH Dakota | Information Technology  
Be Legendary.™

Welcome RM User Log Out

Home **Record Series** State Forms Department Reports Forms Inventory Disposal Reporting


## Record Series



### Search Record Series

RCN:

Title:

Department:

Division:  

Date Range:   to  

Media Type: ☐ Paper ☐ Electronic ☐ Other

Additional Filters: ☐ Include Inactive Records ☐ Include ND General Records ☒ Include Disposed Records

# Record Series Searches

- Department field: either start typing the department name (or number) and scroll through/select from the drop-down list
- Keywords in Title or Description can be used
- Date Range: includes dates the record series are updated, not actual dates of records or disposals
- Additional filter options available (just before “Search Record Series” button):

**Additional Filters:** ☐ Include Inactive Records ☐ Include ND General Records ☒ Include Disposed Records

1. Record series are not deleted from RMS – “Include Inactive Records” can be used to find record series hidden from the initial view
2. “Include ND General Records” displays record series from the state’s “General” retention schedule (records common to all state agencies)
3. “Include Disposed Records” is automatically flagged to include record series finalized during the annual records disposal process

# Viewing Search Results

- Results sorted by RCN (record control number), then Dept/Division ("ND General" last)
  - Summarizes record series details (title, retention period, disposal method, disposal dates)
  - Click anywhere on a row to display additional details (description, confidential requirements)

### Record Series

#### Search Record Series

RCN:

Title:

Record Series Description:

Department:

Division:

Date Range:  to

Media Type: ☐ Paper ☐ Electronic ☐ Other

Additional Filters: ☐ Include Inactive Records ☒ Include ND General Records ☒ Include Disposed Records

[Search Record Series](#)

#### Disposal Amounts

**Paper:** 0 inches

**Electronic:** 0 MB

[Export Table Data](#)

76 items found, displaying 1 to 50. [First/Prev] 1, 2 [Next/Last]

RCN	Title	Department	Division	Active	Retention	Eligible Disposal Date	Disposal Method	Status
650505	PROCUREMENT OVERSIGHT- GUIDELINES/POLICIES	Information Technology Dept	Enterprise Procurement	Yes	1 year	2022	Dispose/Delete	Undisposed
800502	PROCUREMENT OVERSIGHT- PROCUREMENT REQUEST	Information Technology Dept	Enterprise Procurement	Yes	ACM - After Conditions Met	ACM	Dispose/Delete	Undisposed
010201	AUDIT REPORTS (AUDITOR WILL TRANSFER)	General	General	Yes	Current 1 Previous	CR1P	Dispose/Delete	Undisposed

- Results can be exported to excel using "Export Table Data"



- From the Record Series details screen, a “Record Series History” is available on the right
  1. By clicking the Approved date (status), users can see previous updates (shown in red), or
  2. Clicking on the “Prior 2015 - Historic” displays a pdf of the Record Series Descriptions (2042 forms) maintained prior to implementation

**800509 - RECORD DISPOSAL REPORTS**  
This series contains disposal information for each record series in the individual departments and divisions.

Information Technology Dept - Records Management (1120 - 004)

**Series Details**

Status: Approved

Approval Date: 01/10/2017

Confidential/Exempt By Law: No

Applicable State or Federal law, requirement, or policy that applies to the retention of this record:

Send to State Library: No

Essential Record: No

Original Record Series: Yes

Estimated Volume:

Annual Accumulation:

Requested By: Becky Lingle, 701-328-3585, 01/09/2017

**Retention Period**

Administrative Value: 25 years

Audit Value: No

Legal Value: No

Historical Value: No

Total Retention: 25 years

Transfer to Microfilm: No

Inactive Storage: No

Retention Comment:

Special Instructions:

WMS SR Number: 1648736

**Record Series History**

Current Record Series - 01/10/2017

**Filter Dates**

to

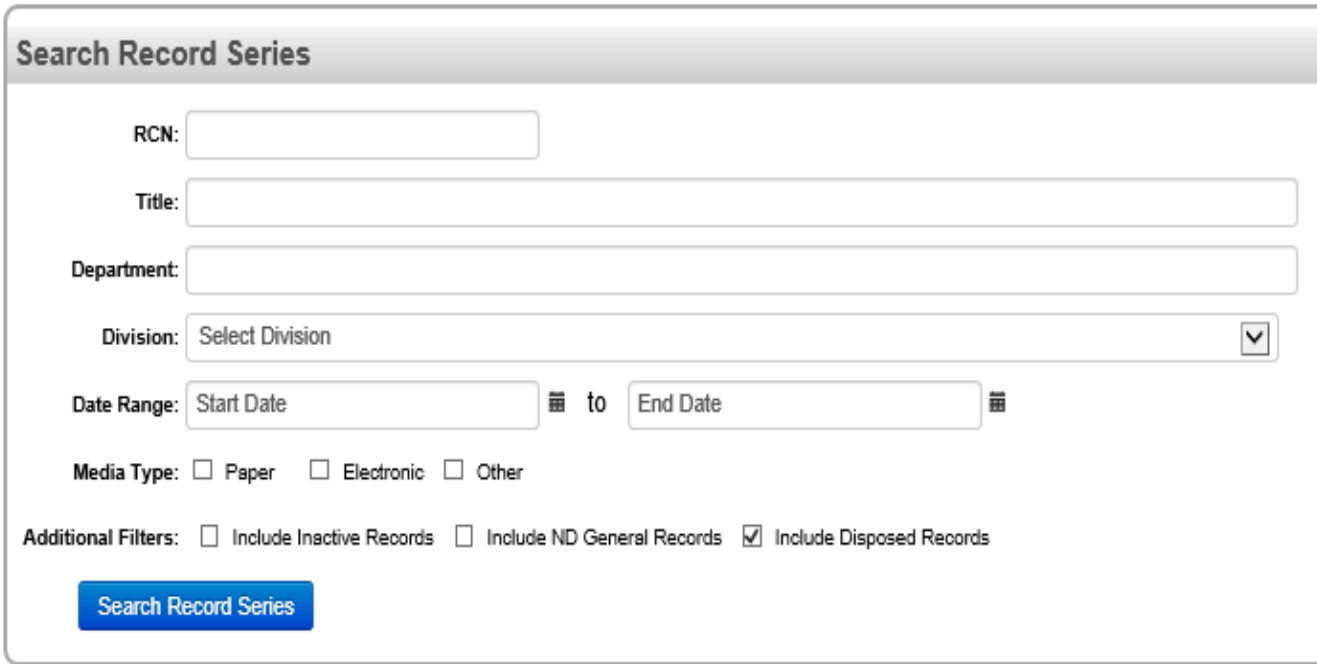
Change Date Range

Effective Date	Status
01/10/2017	Approved
Prior 2015	Historic

Prev 1 2 3 4 Next

# Retention Schedules (public access)

- Records Retention Schedules (record series details) can be viewed by users that do not have direct access to RMS (similar search screen/results available): <https://apps.nd.gov/itd/recmgmt/rm/recSer/retention.pdf>



The screenshot shows a web form titled "Search Record Series". It contains several input fields and checkboxes for filtering search results. The fields include RCN, Title, Department, Division (a dropdown menu), and Date Range (with Start Date and End Date sub-fields). There are also checkboxes for Media Type (Paper, Electronic, Other) and Additional Filters (Include Inactive Records, Include ND General Records, and Include Disposed Records). A blue "Search Record Series" button is located at the bottom of the form.

**Search Record Series**

RCN:

Title:

Department:

Division:

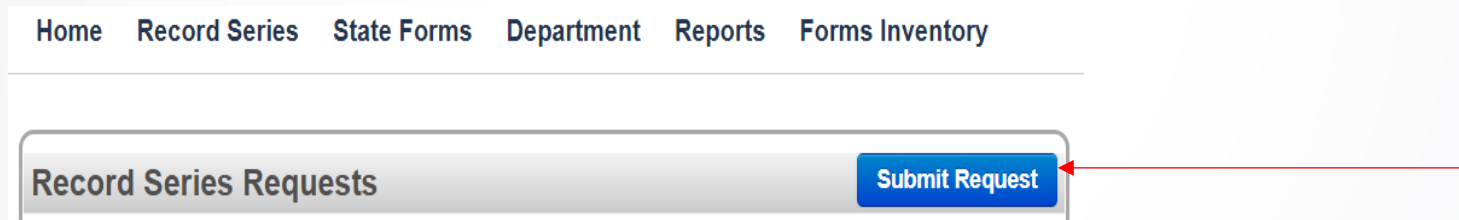
Date Range:   to

Media Type: ☐ Paper ☐ Electronic ☐ Other

Additional Filters: ☐ Include Inactive Records ☐ Include ND General Records ☒ Include Disposed Records

# Record Series Updates

- Submit requests for updates to record series
  - Directly in RMS
    - Click the "Submit Request" button on Home screen



- Can submit adds (new series), changes (bring details current) or deletes (inactivate a series)
- If, at any time, you do not wish to submit, clicking the "Home" tab to go back to the main screen (do NOT click the browser's Back button)

# Record Series Requests – Action Steps

During the update process, you can track status under “Action” column:

1. Draft – displayed when ‘finish later’ button selected.  
**Note:** User needs to click the “Submit” button before NDIT can process the request.
2. PreApproval/Initiate (NDIT Records Management review)
3. Task Force Approval (Attorney General, State Auditor and State Archivist review)
4. Analyst/Records Manager approvals (NDIT)
5. **Agency Approval** – Once updates are complete, the agency needs to review and either approve or reject updates (rejecting means deleting the request). An email notification is sent to the user that submitted the request.
6. Final Approval – NDIT (once approved, this series becomes available by searching under “Record Series”, updated under “Disposal Reporting”, or made “inactive”, if delete request was submitted.

Record Series Requests						
Submit Request						
9 items found, displaying 1 to 8.[First/Prev] 1, 2 [Next/Last]						
Date	Department	Division	RCN	Title	Action	Type
05/02/2022	Bank of North Dakota	Risk Management	010202	EXTERNAL AUDIT WORKPAPERS & FINAL RESULTS	Draft	Change

# Requests - Adding a Record Series

- Fields for “Request Details” (\*asterisk indicates required fields):
    - \* Record Series Title
    - \* Department/Division
    - \* Record Series Description (describe records included in this series)
    - \* Confidential/Exempt (indicate statute/other law)
    - \* Essential Record (those needed during emergency/disaster) - If yes, describe
    - \* Send Copies to State Library (per NDCC 54-24-09)
    - Applicable Retention law/policy (citations from law indicating how long records must be retained)
    - \* Requester details (name, phone, date)
    - State Form Number (SFN) (Note: must click “Add” button to include a form as part of the record series)
    - \* Media (paper, electronic and related details)
    - \* Agency-recommended retention period (timeframe agency needs to conduct business)
- Note:** the Record Control Number (RCN) will not be displayed for adds (NDIT will assign). If you wish to assign the first 4-digits (i.e. 80 03), refer to the ND Classification System: <https://www.ndit.nd.gov/sites/www/files/documents/operations-section/records-management/nd-subject-classification-system.pdf> and indicate in “Special Instructions”.
- Click “Submit” when all information entered (or “Finish Later” to create a draft)

Request Details

\*Action Type:

Add

Requested By: RM D. Analyst    Type: Add

\*Title:

RECORD SERIES TITLE

\*Department:

Information Technology Dept (1120)

\*Division:

Records Management (004)

\*Record Series Description:

This series includes (describe types of documents/records found in this series), as well as the purpose of the records.  
For example: This series includes reports for records management audits.

Series Details

\*Confidential/Exempt By Law: ☒ Yes ☐ No

\*Cite Statute:

NDCC...

\*Essential Record: ☒ Yes ☐ No

\*Explain:

Records needed during or following a disaster or emergency (typically part of a COOP or Emergency Plan).  
Examples may include, but are not limited to: Emergency plans/procedures, maps, delegations of authority, contracts/agreements, financials, payroll, insurance records, prison/parole records, deeds/land records, vital records (birth, death, marriage), medical records, court proceedings, education, military service, licenses, tax records, historical documents, etc.

\*Send Copies to State Library: ☐ Yes ☒ No

Applicable State or Federal law, requirement, or policy that applies to the retention:

Laws-how long to retain

\*Requested By:

RM User

\*Requestor Phone:

701-328-1234

\*Date Requested:

12/05/2024

State Forms

State Form Number: 2042 Remove

State Form Number: Click to Add SFN

\*Medium

Paper

☒ Letter    ☐ Legal    ☐ Other

Electronic

<p><u>Storage Location</u></p> <p><input type="checkbox"/> Local Drive</p> <p><input checked="" type="checkbox"/> Network</p> <p><input type="checkbox"/> External - USB/CDs/DVDs</p> <p><input type="checkbox"/> Electronic Document Management</p> <p><input type="checkbox"/> Other</p>	<p><u>File Type</u></p> <p><input type="checkbox"/> Audio    <input type="checkbox"/> Video    <input type="checkbox"/> Image</p> <p><input type="checkbox"/> Text    <input type="checkbox"/> Database    <input type="checkbox"/> Graphic</p> <p><input type="checkbox"/> Web Page    <input type="checkbox"/> Engineer Drawing</p> <p><b>File Formats:</b></p> <div>doc, pdf, xlsx</div>	<p><u>Backed Up</u></p> <p><input checked="" type="radio"/> Yes    <input type="radio"/> No</p> <p><b>*How Often:</b></p> <div>Nightly</div>
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Electronic Attachments

Electronic Attachment: 

Choose File

 No file chosen Add

\*Agency Recommended Retention Period:

3 years

Special Instructions/Notes:

Submit Finish Later

# Requests - Changing a Record Series

- Fill in the fields under Home-Submit Request, "Request Details"
  - It may be helpful to search for/review existing details (RCN, division, etc.) prior to submitting request
- Using the existing RCN and Department (Division optional), you can search for details already in the system:

## Request Details

\*Action Type:

Change

\*Record Control Number:

650101

\*Department:

Information Technology Dept (1120)

Search

- Fields are similar to an Add (previously described), with exception of RCN (required for changes/deletes)
- Modify each field to display intended wording moving forward
  - Note: The Description field is "Record Series" description, not description of changes.
- Describe summarized change(s) in the Special Instructions/Notes field



## Record Series Changes (cont'd)

- Once all fields are complete, Click "Submit" (or Finish Later, previously described)
- Process will follow the same routing/approvals as additions
- To change a Division (transfers) or Record Control Number (RCN) category:
  - For division transfers, indicate the existing division in the "Division" field and the new division in the "Special Instructions/Notes"
  - RCN categories can be found in the Subject Classification System:  
<https://www.ndit.nd.gov/sites/www/files/documents/operations-section/records-management/nd-subject-classification-system.pdf>
  - For adds/changes to RCNs, indicate existing RCN in the "record control number" field and the first 4 digits from the classification system in the "Special Instructions/Notes". NDIT will assign last 2 digits.



# Requests - Deleting a Record Series

- Fill in the fields under Submit Request, “Request Details”
- Using the existing RCN and Department (Division optional), search for details already in the system (similar to a change)
- For deletes, only a few fields displayed: RCN, Title, Dept/Div, Requester details and Special Instructions/Notes
- Describe the reason for deleting the record series in the “Special Instructions” field (i.e. Program discontinued. All records disposed). If record series is being merged, indicate RCN/Title transferring to.
  - This will become part of the history for justifying records no longer available
- NDIT Analyst will review/initiate routing to State Records Manager for approval (delete requests do not get routed through the Task Force)
- Once approved, the series is made ‘inactive’ and only available when “Include Inactive Records” is selected in a Record Series search.

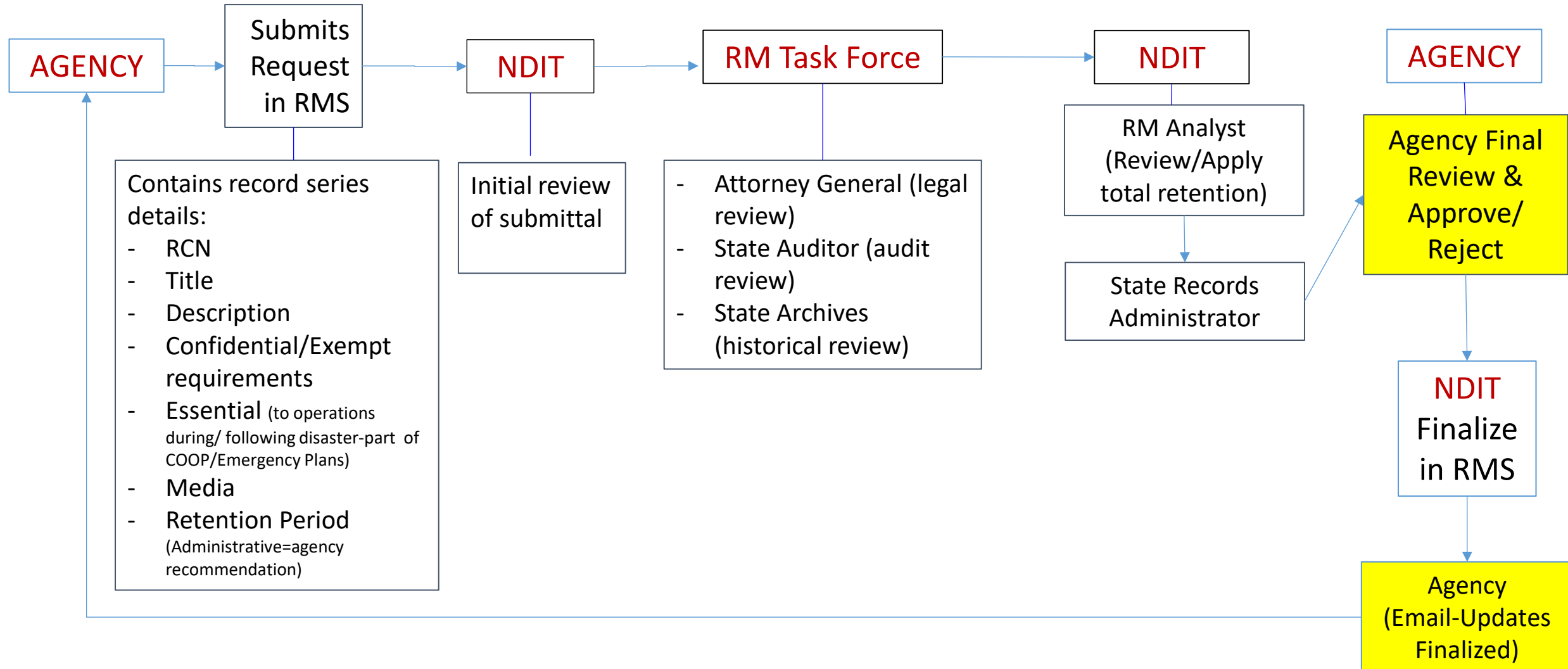
# Process - Record Series Requests

- NDIT Information Analyst will review and initiate routing through the Records Management Task Force:
  - State Auditor, Attorney General, and State Archivist review the request and add audit, legal and historical value
- Request status will display under Home throughout the process:
  - Preapproval/Initiate (NDIT review), Task Force, Records Manager, and Agency Approvals
- Agency Coordinator will receive email notification to approve prior to finalizing
- Once finalized, the new/updated record series is available under Record Series search and Department disposal areas

# Summary - Record Series Updates

- Records Management System ([RMS](#))
  - Adds, changes, deleting record series
  - For adds: A form is available for employees to complete ([SFN 2042](#)) – can be used as input with same fields to collect request details (form available on eforms website: [www.nd.gov/eforms](http://www.nd.gov/eforms))
- Process:
  - Submit a “Record Series Request” on RMS Home screen (Submit Request button)
  - Records Management Task Force reviews (legal, audit, archival value)
  - Agency reviews/approves before finalizing in RMS
  - NDIT final review
  - Request details removed from Home and now part of “Record Series” search and “Department” disposals (In-Process link)
- Refer to the [RMS User Guide](#) for additional details.

# RMS Record Series Updates – Process Review




# Annual Records Disposals

- Annually, Records Coordinators receive automated notifications from RMS when disposal process is initiated
  - Calculated disposal dates are updated and disposal status reset
- Start disposals as soon as notification is received
  - All media (paper, electronic, etc.)
  - Use 'Eligible Disposal Date' column to physically dispose of records (up to and through Dec 31, if calendar year or June 30, if fiscal/biennium)
  - Record disposed record volumes (by media)
    - NDIT reports to Legislature
  - List of record series can be sent to employees as excel spreadsheet
  - Coordinators - 6 months to complete reporting

# Physical Disposals (use precalculated disposal dates)

Use the “Eligible Disposal Dates” column (either from search results or excel file) to physically dispose records (all media) meeting retention requirements:

- If only a year displays (2020), records dated through the end of that year (December 31<sup>st</sup>) can be disposed or deleted.



Division	RCN	Title	Total Retention	Eligible Disposal Date	Disposal Method
General Schedule	600701	TIME RECORDS	6 years	2017	Dispose/Delete

- If Month/Year display (i.e. June 2019), records dated through the end of that month/year (i.e. June 30<sup>th</sup>) are eligible.



General Schedule	010401	BUDGETS (OMB WILL TRANSFER)	Current Biennium 2 Previous Bienniums	JUNE 2019 CB2P	Transfer to Archives
General Schedule	010402	EMERGENCY COMMISSION REQUESTS	ACFY+3 - After Current Fiscal Year Plus 3 Years	JUNE 2021 ACFY	Dispose/Delete

- Event-based timeframes – the disposal clock doesn’t “start” until action is complete. In the example below, employee files are retained 6 years AFTER employee departs or last



General Schedule	600601	EMPLOYEE FILES	ALA+6 - After Last Activity/After Last Action Plus 6 Years	2017 ALA+6	Shred/Delete
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- A complete list of retention abbreviations (Total Retention and Eligible Disposal Date columns) are available on NDIT Records Management website.

# Disposal Methods:

1. **Shred/Delete** – records confidential/exempt, by law, must be restricted to those with a need to know and shred/deleted once retention is met (determined by the agency or Attorney General’s office and identified in each record series).

Confidential/Exempt By Law: Yes

Cite Statute: Personal information as defined by NDCC 44-04-18.1 is exempt.

2. **Transfer to Archives** – historical records must be transferred to the State Archives or its designated depository (determined by the State Archivist)

Historical Value: Yes

Explanation: Governor’s Office must transfer all correspondence. State agency directors must transfer correspondence related to policies, programs, or fiscal matters.

3. **Dispose/Delete** – no special restrictions (can toss in trash or recycle)

Disposal Method ▾
Shred/Delete
Transfer to Archives
Dispose/Delete

# **NEW DISPOSAL PROCESS**

**December 2024**



# Places to report/check status of the disposal process:

1. **Disposal Reporting (NEW)** – report records disposal volumes for each media type (paper, electronic, etc.), or select “No Records Eligible” (if permanent retention, litigation/audit holds, etc.)

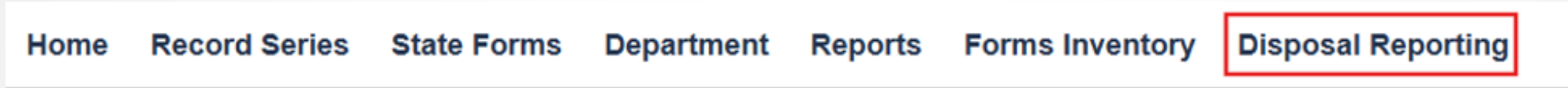
**Note:** Disposal details can be exported to Excel and sent to employees to initiate the disposal process (click “Export Disposal Table Data” between search button and disposal information search results).

2. **Department** – can still check status (In-Process, Pending Finalization or Complete), but **no longer** report disposal volume information in this section.
3. **Reports** – Disposal and Archives tabs can be used to create export data to excel.
4. **Record Series** – can be used to search record series or view disposal details. Scroll down to see:
  - a. “User Reporting” section shows the current year’s disposal details.
  - b. “Disposal Information” section shows the disposal history:

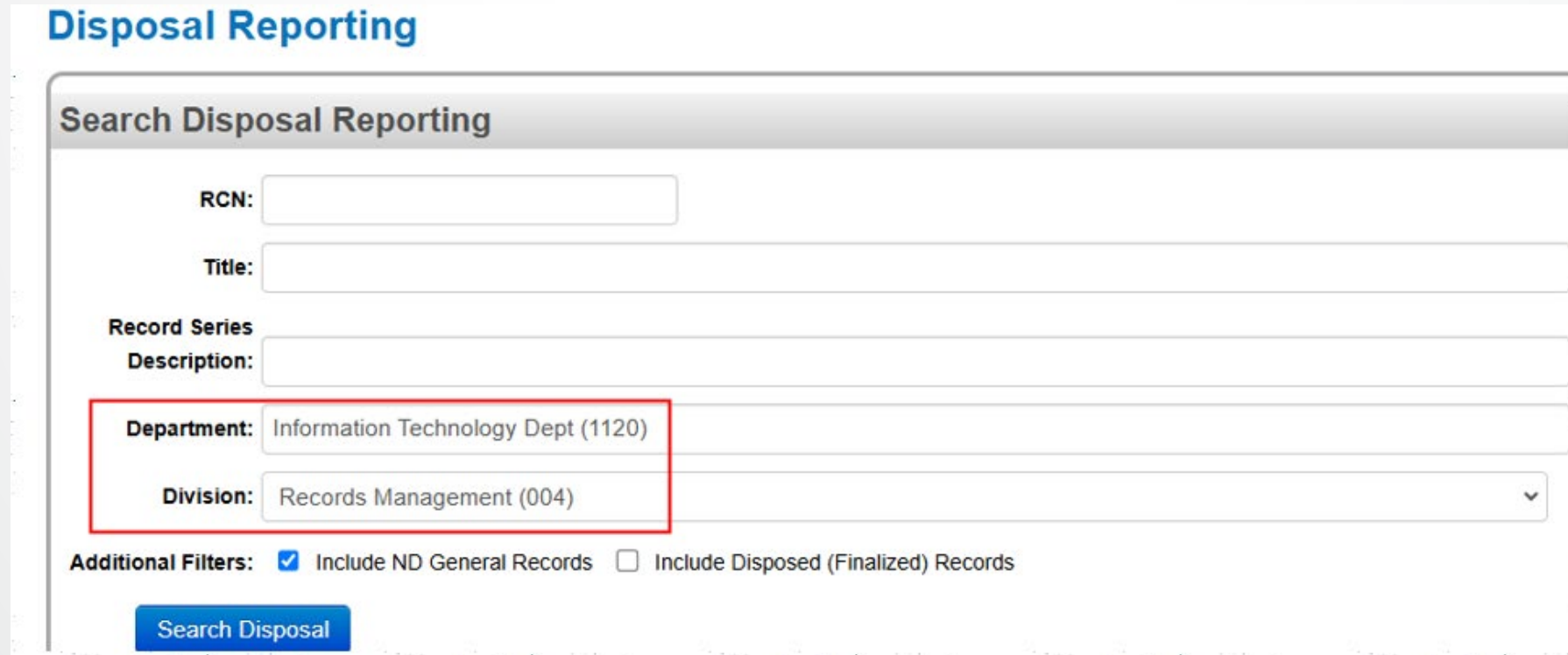
User Reporting				
Date	Paper	Electronic	Reported By	Comment
Totals	0.0	0.0	All	

Disposal Information										
Disposal Date	Paper	Elec	Disposed By	Comment	To Dispose	Method	Cert No	Div No	Date Transfer Complete	Accession Number
12/27/2017		1.07	Becky L. Lingle		2015	LANDFILL	2017041858	004		
12/26/2018	1		Becky L. Lingle		2016	LANDFILL	2018039789	004		
12/13/2019	2		Becky L. Lingle		2017	LANDFILL	2019054413	004		
12/18/2020		0.342	Becky L. Lingle		2018	LANDFILL	2020041337	004		
03/17/2022			Aimee . Bader		2019	LANDFILL	2021074195	004		
12/05/2022		0.15	Aimee . Bader		2020	LANDFILL	2022040879	004		
12/21/2023	0.25		Aimee . Bader		2021	LANDFILL	2023042868	004		
Not Disposed Yet					2022	LANDFILL	2024039736	004		

- To start the disposal reporting process, click the “Disposal Reporting” menu option at the top



- Department and Division must be filled out to start the process:  
**Note:** If your agency only has one division, RMS should automatically populate.

A screenshot of a web application titled 'Disposal Reporting'. Below the title is a section labeled 'Search Disposal Reporting'. It contains several input fields: 'RCN:', 'Title:', 'Record Series Description:', 'Department:', and 'Division:'. The 'Department' field is populated with 'Information Technology Dept (1120)' and the 'Division' field is populated with 'Records Management (004)'. These two fields are enclosed in a red rectangular box. Below the input fields are 'Additional Filters' with two checkboxes: 'Include ND General Records' (checked) and 'Include Disposed (Finalized) Records' (unchecked). At the bottom is a blue button labeled 'Search Disposal'.

- Double-click anywhere on the row to activate the Paper, Electronic, No Records Eligible, and Comments fields:

Division	RCN	Title	Total Retention	Eligible Disposal Date	Disposal Method	Paper	Elec	No Record Eligible	Comment	Status
General Schedule	011202	SURPLUS PROPERTY	ACFY+3 - After Current Fiscal Year Plus 3 Years	JUNE 2021 ACFY	Dispose/Delete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Undisposed

**Note:** clicking the “Enable All” button will activate all record series at one time:

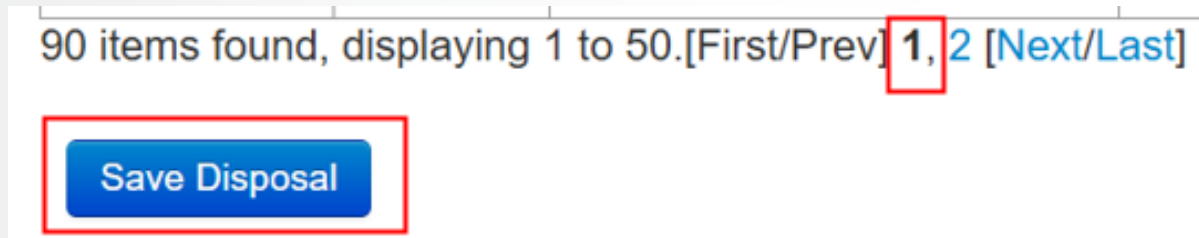
Disposal Information

84 items found, displaying 1 to 50.[First/Prev] 1, 2 [Next/Last]

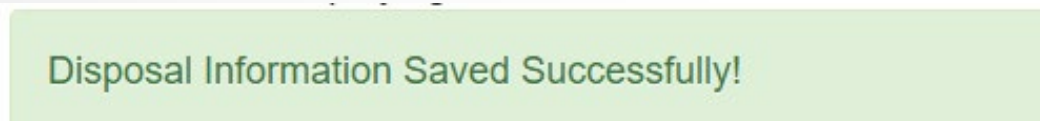
Division ▾	RCN ▾	Title ▾	Total Retention ▾	Eligible Disposal Date ▾	Disposal Method ▾	Paper ▾	Elec ▾	No Record ▾ Eligible	Comment ▾	Status ▾
Administration	220104	ND TRADE OFFICE BOARD MEETINGS	WA+4 - While Active Plus 4 Years	2019 WA+4	Transfer to Archives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Undisposed

Start entering volumes.

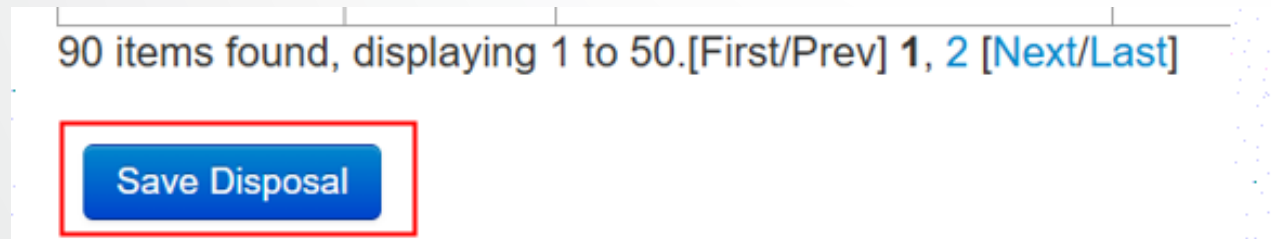
- Click the "Save Disposal" button after disposal volumes are added/modified on **EACH** page:



The following message will be displayed:



After ALL series have a disposal volume entered, "No Records Eligible" box is checked, or a Comment is added, click the "Save Disposal" button:



Note: The last column (Status) should change from "Undisposed" to "Reported".

- The "Finalize Disposal" button will appear once ALL series (on all pages) indicate "Reported" in the status column:

General Schedule	970101	VENDOR INFORMATION	UD - Updated/update	UD	Dispose/Delete	0	0	<input checked="" type="checkbox"/>		Reported
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92 items found, displaying 51 to 92. [First/Prev](#) 1, 2 [Next/Last](#)

[Save Disposal](#) [Finalize Disposal](#)

- After you click the "Finalize Disposal" button, you'll be prompted to Finalize All.

**Finalize All** ✕

Are you sure you want to finalize all records?

[Cancel](#) [Finalize](#)

Click the "Finalize" button.

- Upon completion of the process, a notification will display at the top of the RMS screen:

All records for Records Management (004) are reported as disposed.

- If records show a disposal method of "Transfer to Archives" you'll see a popup message "eligible for archival transfer. Contact the State Archives."

Records are eligible for archival transfer. Contact the State Archives at [archivestransfer@nd.gov](mailto:archivestransfer@nd.gov) to arrange for transfer of historical records

Click anywhere on the screen to remove this message.

**Note:** See next page for instructions for identifying the records to transfer to the Archives.

- When all records are finalized, the Status column should show as "Disposed".

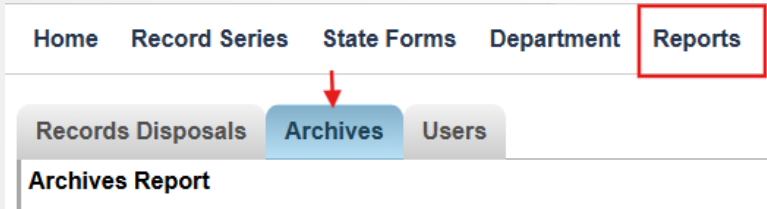
Division	RCN	Title	Total Retention	Eligible Disposal Date	Disposal Method	Paper	Elec	No Record Eligible	Comment	Status
Directors Office	050201	CORRESPONDENCE, FEDERAL AGENCIES	3 years	2020	Transfer to Archives	0		<input type="checkbox"/>		Disposed

# Identifying Records to Transfer to Archives:

- Sort by the “Disposal Method” column using the **Disposal Reporting** menu option (above), or

Division	RCN	Title	Total Retention	Eligible Disposal Date	Disposal Method	Paper	Elec	No Record Eligible	Comment	Status
Records Management	650111	RECORDS MANAGEMENT PROCEDURES	UD+3 - Updated/update Plus 3 Years	2020 UD+3	Transfer to Archives	2		<input type="checkbox"/>		Disposed

- Under **Reports**, use the Archives tab (will only show records to be transferred).



# Verifying Disposals as Complete

- 1. Under Disposal Reporting:  
Select the Department/Division and check the box "Include Disposed (Finalized) Records". Click Search Disposal button:
- 2. Under "Department", view list of department status under Disposal tab (may need to click drop-down arrow)

Additional Filters: ☒ Include ND General Records ☒ Include Disposed (Finalized) Records

Search Disposal

Department

Department	Division	Record Series	State Forms	Disposal	Disposal Month	Forms Inventory
Information Technology Dept (1120)		21	13		August	
Information Technology Dept (1120)	Records Management (004)	21	13	In-Process (0-90)	August	Incomplete

- Disposal Status definitions:
- In-Process: disposals yet to report/finalize
  - Pending Finalization: disposals reported, but not finalized
  - Complete: all record series finalized (process complete)

- 3. Under "Reports", generate excel file listing disposed records

Home Record Series State Forms Department Reports

Records Disposals Archives Users

Records Disposal Report



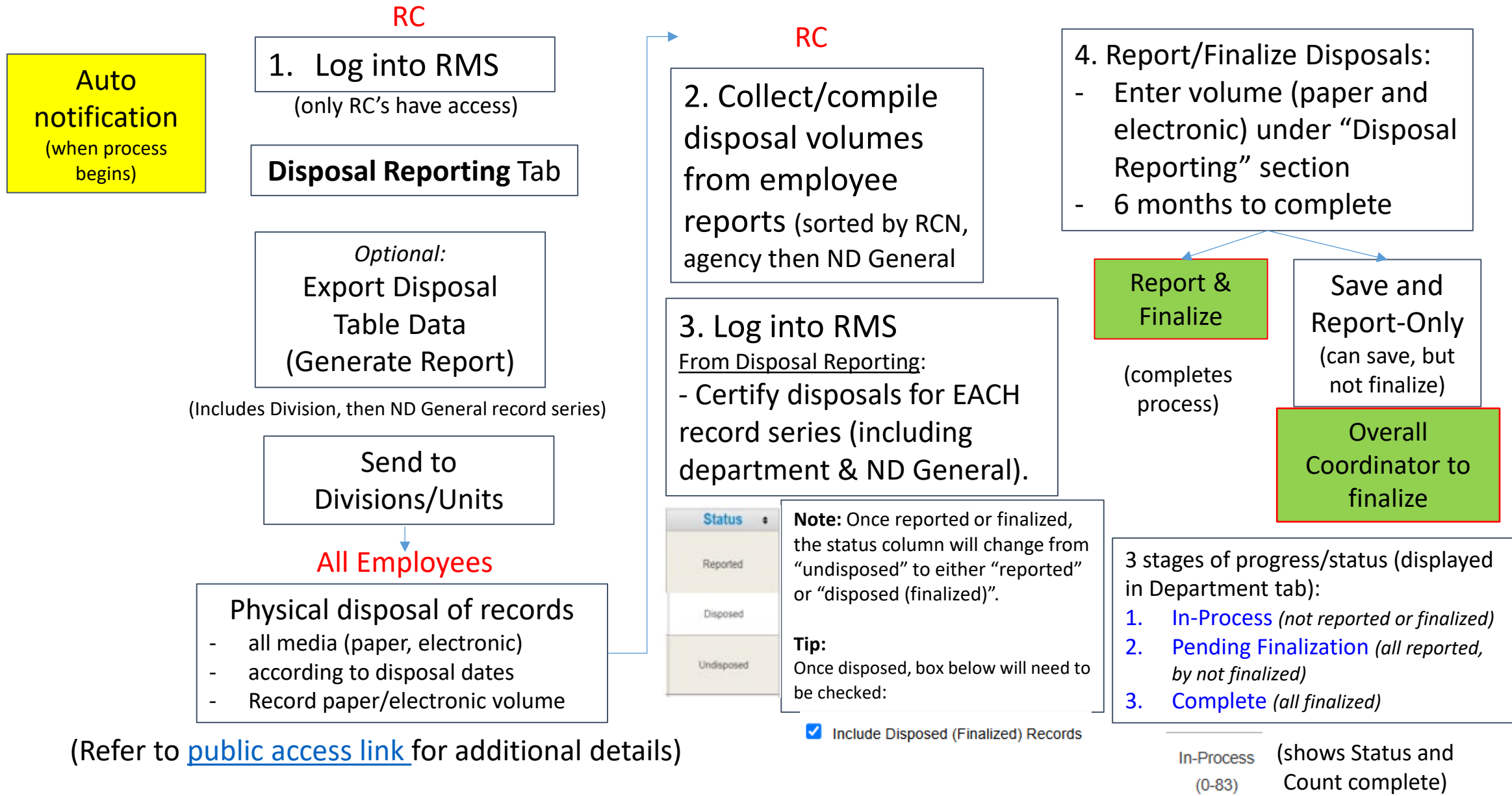
## Records Disposals: Report-Only role

Certain departments may elect to have coordinators report disposal volume, but *not* finalize (i.e. district/regional/division offices). This is known as a "report-only" role.

- In these cases, district/regional/division coordinators will "**Save**" each page (until all series under Disposal Reporting indicate a status of "Reported", or Department tab status indicates "Pending Finalization").
- Overall coordinator will "**Finalize**" to change the status to "Disposed" or Department tab status indicates "Complete".

# Summary - Annual Records Disposals

RMS





# Contact Information

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<https://northdakota.service-now.com/serviceportal> (click Get Help)



# THANK YOU

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