

# Dartmouth College Records Management Document Analysis Tool

Department:		Date:	Completed By:
<b>1. Document Type:</b>			
<b>2. Description:</b>			
<b>3. Source:</b> (check one)	<input type="checkbox"/> External to Dartmouth	<input type="checkbox"/> Produced internally By:	<input type="checkbox"/> Routed from Dartmouth department By:
<b>4. Routing of original:</b> (check all that apply and describe)			
<input type="checkbox"/> Receipt, routing and use before filing:			
<input type="checkbox"/> Filed into to Existing Series / Filing System:			
<input type="checkbox"/> Routed to another Dartmouth department:			
<input type="checkbox"/> Used for data entry into filing system:			
<input type="checkbox"/> Discarded without filing.			
<b>5. Copies made:</b> (describe distribution)			
Routing (copy 1):			
Routing (copy 2):			
<b>6. Retention Analysis:</b> (include estimated time period in which reference to a document may be necessary):			
Historic: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Administrative value and life span:			
Legal value and life span:			
Fiscal value and life span:			
<b>7. Critical Evaluation:</b> (describe and justify)			
Is this document worth filing?			
Could the critical information provided in this document be stored and retrieved in another manner?			
Do those parties who receive copies really need or desire them?			
If this is an internally produced form, are all elements necessary, and should it be redesigned?			

# Document Analysis Tool Instructions:

## Overview:

This form is used to analyze the specific types of documents which go into a filing system. It is not designed to document final policy, but instead is to be used as a tool to gather information. This information can then be used to help design appropriate filing systems, and to formulating retention and disposition policies which can be applied to those systems. To document final policy, use the "Retention and Disposition Policy Documentation" form.

- 1. Document Type.** Create a name for this type of document. Example names may be "Correspondence Regarding Gifts" or "Class Survey Forms." Be sure that all documents under this classification have similar requirements for access, retention and disposition. For instance, if different kinds of correspondence require different retention strategies, then give them different names: "Presidential Correspondence" vs. "Correspondence requests for basic information"
- 2. Description.** Use this space for a more detailed description of the document type.
- 3. Source.** Check the appropriate item indicating where this document enters the administrative system. If it originates within your department, indicate the position(s) or person(s) who produce the document. If it originates within another department of the College, indicate the department.
- 4. Routing of original.** Use this space to briefly describe how the original document moves within the organization. This will help to show how the document is used, and how it is or is not stored for future reference.
- 5. Copies Made.** If this document is copied, indicate who receives the copies.
- 6. Retention Analysis.** Use this space to make an assessment of the *reasonable* historic, administrative, legal, and fiscal life of the document. Is the document typically historic? For how long is it valuable in the operation of your office? What other administrative needs may there be for this document? Are there legal or fiscal planning reasons to maintain the document? Does maintaining it involve an increased legal liability? At what point is reference to the document no longer reasonably necessary?
- 7. Critical Evaluation.** Use this section to justify the continued retention of the document, and analyze if current practices serve your organizational needs.
- 8. Notes.** Any additional notes can be included below. Include additional pages if necessary.