

Dartmouth College Records Management In-House Record Disposition Documentation

Department:

1. Filing System:

2. Date:

3. Description of
Disposition:

4. Disposition
Method:

5. Disposed
By:

In-House Record Disposition Documentation:

Overview:

This form is used to document the implementation of disposition policies (as described on the “Record Retention and Disposition Policy Documentation” form). This form lists individual disposition actions for a given filing system or record series.

- 1. Filing System.** List the name of this filing system. Example names may be “Purchasing Card Files” or “Corporate Relations Subject Files.” This filing system should correspond to an existing Records Management Series, or otherwise be “a collection of files with similar maintenance requirements that can be treated as a group for retention scheduling purposes.”
- 2. Date.** Include the date that a particular disposition action was performed. Be sure to follow the documented policies for the material in this filing system.
- 3. Description of Disposition.** Describe in some detail the records that were disposed. For instance, “The 1993 set of vendor files was pulled from the gray cabinet and disposed.”
- 4. Disposition Method.** Describe how the material was disposed. Most common methods will be “Shredding” and “Recycling.”
- 5. Disposed By.** Include the name of the person who performed the disposition shown.
- 6. Notes.** Any additional notes can be included below. Include additional pages if necessary.