



Records Management Tip

Records management advice prepared for GNWT records professionals by the Records Management Unit, PWS

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Records Centre Series

Records Disposition – Part 1

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What is Final Disposition?

Final Disposition is the action that is taken to dispose of records that have reached the end of their life cycle. In most cases, final disposition will take one of four paths:

The Records Centre series gives you information on how to access the Records Centre's storage, retrieval, and disposition services.

- The records are in the department and are ready to be destroyed.
- The records are in the department and are ready to be transferred to the Northwest Territories (NWT) Archives.
- The records are in the Records Centre and are ready to be destroyed.
- The records are in the Records Centre and are ready to be transferred to the NWT Archives.

This Tip will look at how to initiate a final disposition. Tip #6 will look at what happens after your department has approved the disposition.

When can Final Disposition take place?

Two conditions must be met before records can be disposed of:

- They must be scheduled by an approved Records Disposition Authority.
 - They must have reached the end of their life cycle.
- ⚠ Identify records for final disposition on a regular schedule. For legal purposes, it is important that records be disposed of as part of your normal office procedures.

Disposition from Department

A disposition from department occurs when records have completed the active and semi-active phases of the life cycle, but are still stored in your department's facilities. Departments always initiate a disposition from a department. To dispose of records from your department:

- Pack the records into Records Centre Boxes and fill out a **Box Inventory Form** for each box. This form is used to account for the records that your department is disposing of. * ⚠ Make sure that you separate records that will be destroyed from

* This is the same form that you fill out to transfer records into the Records Centre. It is not required for departments that are using iRIMS to manage their files.

records that are going to the NWT Archives. They should be in two separate transfers.

- Send the forms to your department's Records Coordinator. The Records Coordinator will ask your director or regional superintendent for written approval to dispose of the records. The Records Coordinator will review the paperwork, and then send it to the Records Analyst at Public Works and Services.
- The Records Analyst reviews the paperwork, assigns an iRIMS Transfer Number,** and sets up a disposition file. The disposition file number will be used to track the disposition. The Records Analyst will send you disposition labels for the boxes.
- E-mail the Records Analyst when the labels have been put on the boxes. In Yellowknife, the Records Analyst will tell the Records Centre Contact to arrange the delivery of the boxes to the Records Centre. In Fort Smith, Fort Simpson, and Inuvik, also call the Records Centre Contact and a small deliveries contractor to move the boxes into the Records Centre. After the boxes arrive, the Records Centre Contact puts the boxes in the Records Centre's Pending Destruction area.

Disposition from Records Centre

A disposition from the Records Centre takes place when records in storage in the Records Centre become ready for final disposition. Either the Records Coordinator or the PWS Records Analyst can initiate the disposition. A disposition from the Records Centre follows these steps:

- The Records Analyst or the Records Coordinator identifies boxes that can be disposed of and copies the **Box Inventory Form** for each box.
- The Records Analyst or the Records Coordinator prepares a letter to authorize the disposition. The Director or Regional Superintendent whose office is responsible for the records should sign this letter. If the Records Analyst prepares the letter, he or she will send it to the Records Coordinator.
- The Director or Superintendent should review the inventory forms to see if any of the files are still needed. If none of the records are needed, the Director or Superintendent can sign off the disposition. The Records Coordinator sends the signed authorization letter and any other paperwork to the Records Analyst.
- The Records Analyst opens a disposition file. The disposition file number will be used to track the disposition. The Records Analyst also prints disposition labels and gives them to the Records Centre Contact. The Records Centre Contact puts the labels on the boxes.

** Departments that are using iRIMS assign their own transfer numbers.