Need to dispose of records?  

- Yes  
  - Is record listed on a retention schedule?  
    - Yes  
      - Has retention period expired?  
        - Yes  
          - Is there a disposition plan (DP)?  
            - Yes  
              - Dispose of record according to disposition plan.  
            - No  
              - Is record designated as “D”?  
                - Yes  
                  - Have unit head sign off on destruction form and then destroy record in a secure manner.  
                - No  
                  - Contact Records Management staff to initiate the scheduling process.  
          - No  
            - Maintain record until retention period expires.  
      - No  
        - Is there a disposition plan (DP)?  
          - Yes  
            - Dispose of record according to disposition plan.  
          - No  
            - Contact the University Records Archivist to arrange a transfer of records designated as “AR”.  
    - No  
      - Contact Records Management staff to initiate the scheduling process.  
  - No  
    - Is record listed on a retention schedule?  
      - Yes  
        - Has retention period expired?  
          - Yes  
            - Is there a disposition plan (DP)?  
              - Yes  
                - Dispose of record according to disposition plan.  
              - No  
                - Is record designated as “D”?  
                  - Yes  
                    - Have unit head sign off on destruction form and then destroy record in a secure manner.  
                  - No  
                    - Contact Records Management staff to initiate the scheduling process.  
          - No  
            - Maintain record until retention period expires.  
      - No  
        - Is there a disposition plan (DP)?  
          - Yes  
            - Dispose of record according to disposition plan.  
          - No  
            - Contact the University Records Archivist to arrange a transfer of records designated as “AR”.  
    - Contact Records Management staff to initiate the scheduling process.