

How to Enter Dates on a Records Disposition Log

Column 1: Agency Item Number = Record Series number

- Must use the Records Retention Schedule (RRS) to find in which series your records belong
- The **series number** must be entered **exactly** as it appears on the RRS
- Group all like records together
- **One line per record series** is sufficient
- You do NOT need to list records individually

Column 2: Record Series Title

- Must use the RRS to find in which series your records belong
- The **record series title** must be entered **exactly** as it appears on the RRS
- After providing the formal title, you may add additional information

Column 3: Retention Period

- Must use the RRS to find in which series your records belong
- The **retention period** must be entered **exactly** as it appears on the RRS

Columns 4 and 5: Start and End date of records you wish to dispose

Some retention periods are event-based – use this event date as defined in the RRS

- If retention = **AC+x**, then group records according to the AC event/definition

If AC=end of semester, then use semester and year for columns 3 and 4

Summer 2011 Spring 2009 Fall 2010

If AC=date of separation from department, then use month and year of separation

April 2000 June 2005 September 2008

If AC=last semester of enrollment, use semester and year of last enrollment

Spring 2006 Summer 2010 Fall 2009

- If retention = **FE+x**, then group records according to fiscal year

If you have only one fiscal year of records to dispose:

- Start: FY2016 End: FY2016

If you have more than one fiscal year of records to dispose:

- Start: FY2013 End: FY2016

- If retention = **CE+x**, then group records according to the calendar year
Start date should be January 1 of any given year

Calculating Retention

The retention period (column 3) plus the end date of the records (column 6) should equal a date that has already passed. You must calculate the dates to know if the retention period has expired. Use the Quick Retention Guide –provided on the Records Management Website – calculations have already been done to make your life easier.

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Event-based retention

For event-based retention, use the EVENT dates, not the dates of the record

AC = "After Completion" – see each record series for the specific definition of that event

For a retention period of AC+5, where AC=date of separation

Report disposition by month and year that employee separated

Retention = date of separation + 5 years

The retention clock starts counting the 5 years on the date of separation. You must use the AC date when figuring out which records to dispose.

Start date = [employees separated in] **March 2005**

End date = [employees separated in] **May 2009**

For a retention period of AC+2, where AC=end of semester

Report disposition by semester

Retention = end of semester + 2 full years

The retention clock starts counting the 2 year retention based on the end of the semester (we typically use the first date of the NEW semester to signify the end of the previous semester retention period, because students have 2 full years to contest a grade).

Start date= Spring 2011 End dates = Spring 2011

If retention period = FE+3, where FE=fiscal year end, then:

Report disposition by [complete] fiscal year

Please do your best to keep the entire fiscal year together and dispose of all at the same time

Start date = **September 1, 2007** End date = **August 31, 2008**

Start date = FY2008 End date = FY2008

Dates matter!

2010 = entire calendar year, so if you mean calendar year, use CY2010 to clarify

Spring 2010 = records produced during the entire semester. If retention is based on semester, use the SEMESTER rather than month ... it's so much easier to use the semester!

April 2010 = a specific month of an event, or the date of a group of records. It's OK to use a month in most cases, but be sure to check the instructions on the RRS to be sure.

May 15, 2010 Retention isn't managed by specific date; standard practice is to manage retention by month, semester, or year. If you mean semester or month, use semester or month. Length of retention (usually in years) will be calculated according to the completion of the semester/month – which doesn't happen until the start of the next semester/month.

- Records with an end date of a month will meet retention based on the first day of the next month.
- Records with an end date of a semester will meet retention based on the first day of the next semester.
- Records with an end date of the fiscal year (August 31) will meet retention based on the first day of the new fiscal year (September 1).
- Records with an end date of the end of the calendar year (December 31) will meet retention based on the first day of the new calendar year (January 1).