

URMA

University Records Management Application

Updated October 2015

USING URMA

Section XI: DISPOSITION PROCESS

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ISPRO
Information Security, Policy, and Records Office

records@virginia.edu
www.virginia.edu/recordsmanagement

DISPOSITION PROCESS

Disposition most commonly involves the destruction of records that have met retention. However, it also can include the transfer of **archival** documents to permanent storage locations, such as a special collections library. Once records have met the required retention, the approval process for the disposition is managed in URMA in a way that mirrors the workflow currently used for the paper Certificate of Records Destruction (RM3) form.

While step-by-step instructions are given below, here's a brief summary of the process. The disposition of records must be "approved" first by the PRIMARY CONTACT (PC), then by the RECORDS ADMINISTRATOR (RA), and finally the UNIVERSITY RECORDS OFFICER (RO). All of this is done in URMA. Once approved:

If your records are stored with **Records Management Office-managed storage vendors**, the Records Management office handles the destruction process and will update the actual destruction date in URMA for those records. Your work with these records is complete – **you are finished!**

If your records are **stored on-site, in-office, with a non-managed storage vendor**, or are electronic, the PC is responsible for **completing the destruction process and updating the "Actual Destruction Date" and "Method of Destruction"** in URMA for the records.

The University Records Management Office must initiate the disposition process. This typically will be done on a semi-annual basis. This means that you may have records that are eligible for disposition, but for which you have not yet received a disposition notice. However, you can request a disposition at any time by sending email to urma-help@virginia.edu.

APPROVING RECORDS FOR DISPOSITION

Primary Contact (PC) Approval

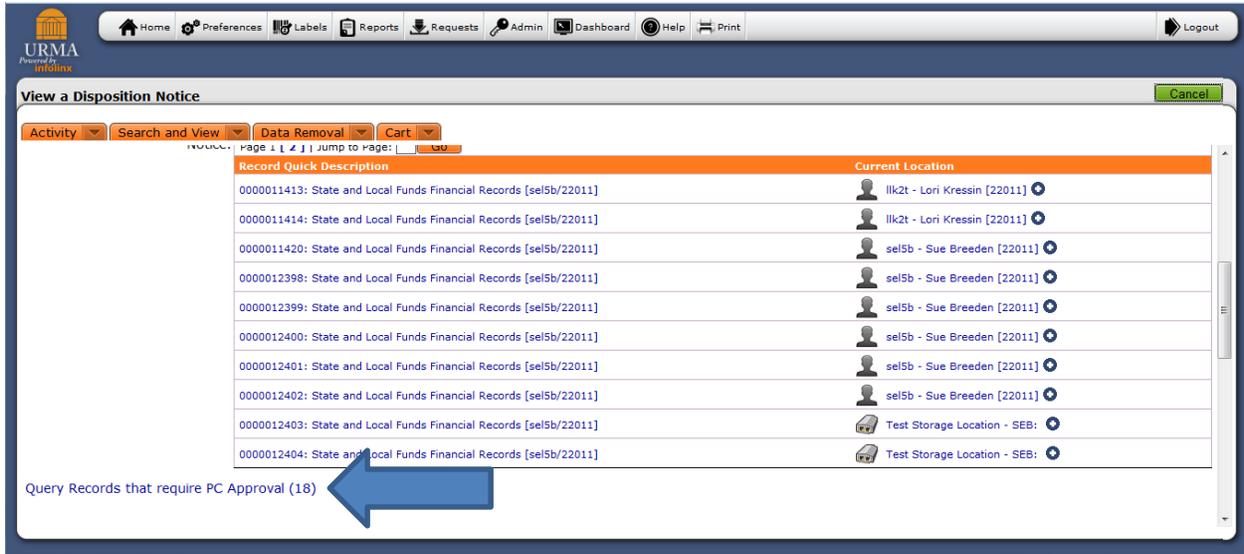
All PCs who have records that meet disposition requirements will receive an email notification similar to the one below. Note: each disposition will be assigned a unique batch number, so that number will change.

Subject: URMA: Records Have Met Retention - Batch 78

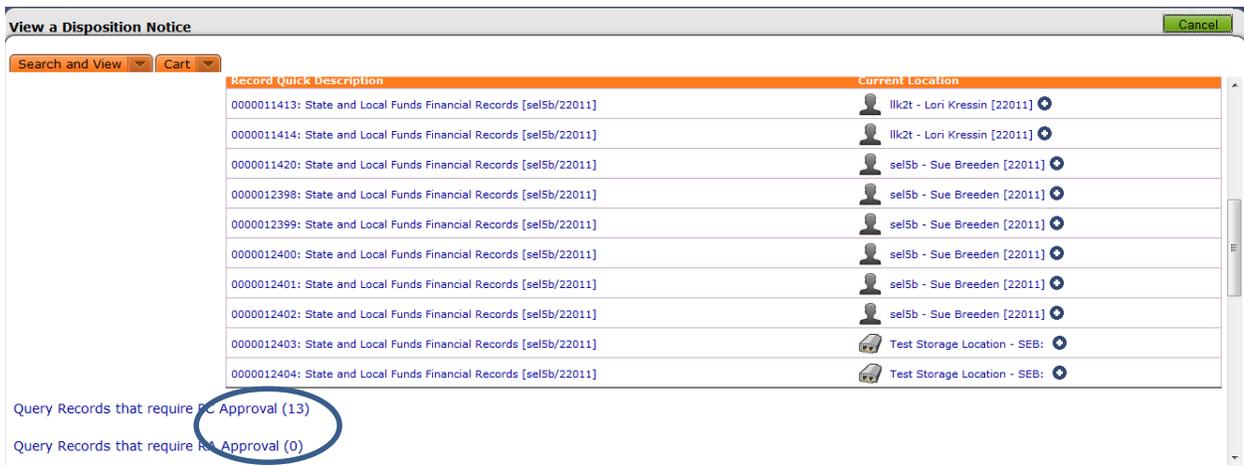
You are listed as the Primary Contact for records assigned to 22011 - IT-Info. Sec'ty, Pol., & Recds that have met retention. Follow the link below to log into URMA, and then select "Query Records On Home Page". Your records will be listed for review and disposition. If you find records within this group incorrectly included, or if you have any other questions contact the UVa Records Management Office.

<A link to the correct dataview in URMA will be included in the email>

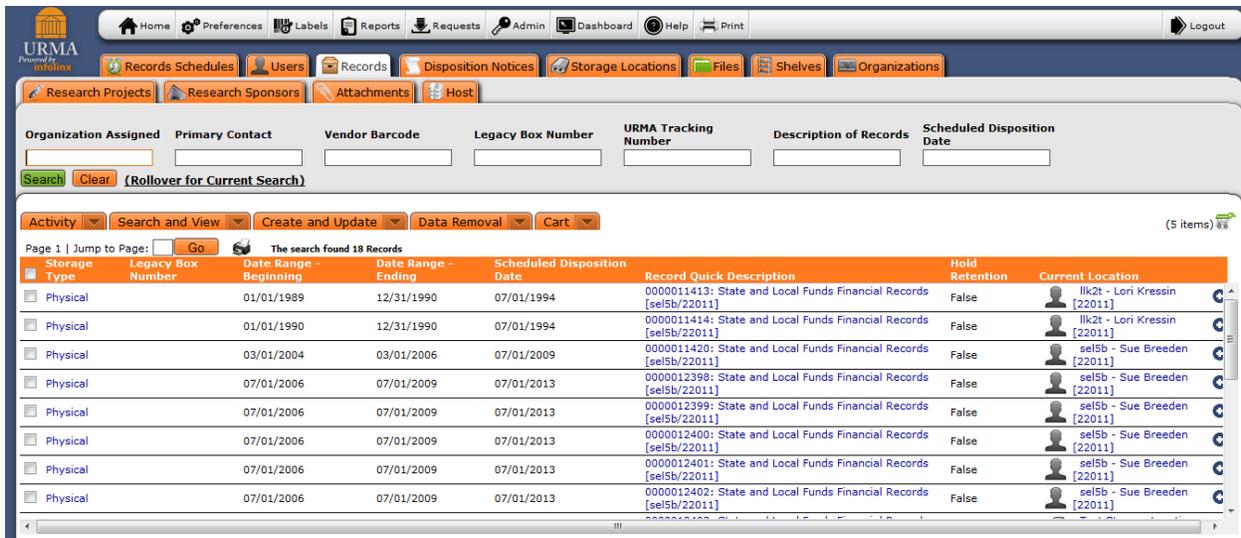
Clicking the link in the email will take you to the VIEW DISPOSITION NOTICE screen similar to this:



If you act as both PC and RA for these records you will see separate links to query records for the PC and the RA roles beneath the list of records on this screen. The number of records eligible for disposition for each role is listed in parentheses:



To view the individual records that need PC APPROVAL, click on **QUERY RECORDS THAT REQUIRE PC APPROVAL**. You will be returned to the Home Page Grid where the records eligible for disposition will be displayed.



From this screen you have the opportunity to review each record to ensure that it is eligible for disposition. You can do this by hovering over each record or by clicking the Record Quick Description to see the record entry. Always go back to the Home Page Grid when you are ready to approve.

Select those records eligible to be destroyed by clicking on the box on the left of each record (as shown below). If you want to **select all**, click on the box next to the STORAGE TYPE column heading. If there are records which should not be destroyed, do not select them, and instead send an email to urma-help@virginia.edu to discuss the continued retention.



Once you have selected the records, from the same screen click **Create and Update** and select BULK UPDATE. A screen similar to the one below will be displayed:



Bulk Update Records

Please keep in mind the following:
 Although Bulk Updates are recorded in history, they cannot be undone.
 Bulk updates to entire queries should not be performed when other users may be creating or editing records.
 Bulk Updates have the potential to consume significant resources. As a result, it is recommended large Bulk Updates be performed during off hours.
 You may be prevented from bulk updating some records due to security or due to deletion.

Please select the range of records you would like to update:
 Update the 5 Records I selected on the previous page
 Update the 18 Records matching my current query criteria
 Because Bulk Updates may take several minutes to execute, please enter your email address to be notified when the Bulk Update is complete.
 Email:

Levels of Approval:

Levels of Approval	Notes	Date Time	User
<input type="checkbox"/> PC Approval			
<input type="checkbox"/> RA Approval			
<input type="checkbox"/> RO Approval			

Select Rec Admin To Notify:

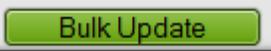
Storage Type:

Container:

Bulk Update **Cancel**

On this screen, you (as the PC) have the ability to “approve” the disposition of all the records you selected on the previous screen. Click the box next to PC Approval and add any appropriate notes. The record will be stamped by the system with your computing ID, time and date in order to provide verification that approval was given.

Before updating the records you must select a Records Administrator To Notify from the drop down (see screen below). If you need to select a different Records Administrator for different records, update only those records which a specific Records Administrator needs to approve, and then update the other records and select the alternate Records Administrator.

Click  to update all selected records.

Bulk Update Records

Please keep in mind the following:
 Although Bulk Updates are recorded in history, they cannot be undone.
 Bulk updates to entire queries should not be performed when other users may be creating or editing records.
 Bulk Updates have the potential to consume significant resources. As a result, it is recommended large Bulk Updates be performed during off hours.
 You may be prevented from bulk updating some records due to security or due to deletion.

Please select the range of records you would like to update:
 Update the 5 Records I selected on the previous page
 Update the 18 Records matching my current query criteria
 Because Bulk Updates may take several minutes to execute, please enter your email address to be notified when the Bulk Update is complete.
 Email:

Levels of Approval:

Levels of Approval	Notes	Date Time	User
<input checked="" type="checkbox"/> PC Approval	Financials FY 2009-10		
<input type="checkbox"/> RA Approval			
<input type="checkbox"/> RO Approval			

Select Rec Admin To Notify:

Bulk Update **Cancel**

A message similar to the one below will be displayed on your screen. Click OK to continue.

Message

This will update 5 Records with the values you have specified.

Click Ok to continue with this Bulk Update or Cancel to cancel this operation.

Ok

Cancel

As PC you will receive an email indicating the bulk update is in process. If Primary Contact is your only ROLE in URMA, you now need to wait for RA and RO approval before continuing with the actual destruction process.

Records Administrator (RA) Approval

An email notification will now be sent to Records Administrator (RA) selected by the PC.

Subject: URMA: Second Level Approval Requested – Batch 78

You have been selected by sel5b - Sue Breeden [22011] as the Second Level Approver for records that have met retention and are assigned to 22011 - IT-Info. Sec'ty, Pol., & Recds. Follow the link below to log into URMA, and then select "Query Records On Home Page". Your records will be listed for review and disposition. If you find records within this group incorrectly included, or if you have any other questions contact the UVa Records Management Office.

<a link to the correct dataview in URMA will be included>

Clicking the link in the email will take you to a VIEW DISPOSITION NOTICE screen similar to the partial screen below. If you act as a PC and RA for records you will see separate links to query records for the PC and the RA roles beneath the list of records on the VIEW DISPOSITION NOTICE screen. The number of records for each role awaiting approval is listed in parentheses.

The screenshot shows the URMA interface with a navigation bar at the top containing links for Home, Preferences, Labels, Reports, Requests, Admin, Dashboard, Help, and Print. The main content area is titled 'View a Disposition Notice' and contains a table with the following data:

Record Quick Description	Current Location
0000011413: State and Local Funds Financial Records [sel5b/22011]	ilk2t - Lori Kressin [22011]
0000011414: State and Local Funds Financial Records [sel5b/22011]	ilk2t - Lori Kressin [22011]
0000011420: State and Local Funds Financial Records [sel5b/22011]	sel5b - Sue Breeden [22011]
0000012398: State and Local Funds Financial Records [sel5b/22011]	sel5b - Sue Breeden [22011]
0000012399: State and Local Funds Financial Records [sel5b/22011]	sel5b - Sue Breeden [22011]
0000012400: State and Local Funds Financial Records [sel5b/22011]	sel5b - Sue Breeden [22011]
0000012401: State and Local Funds Financial Records [sel5b/22011]	sel5b - Sue Breeden [22011]
0000012402: State and Local Funds Financial Records [sel5b/22011]	sel5b - Sue Breeden [22011]
0000012403: State and Local Funds Financial Records [sel5b/22011]	Test Storage Location - SEB
0000012404: State and Local Funds Financial Records [sel5b/22011]	Test Storage Location - SEB

Below the table, there are two links: 'Query Records that require PC Approval (13)' and 'Query Records that require RA Approval (5)'. A red circle highlights the RA link, and a blue arrow points to it.

Click on the link QUERY RECORDS THAT REQUIRE RA APPROVAL. From this screen you have the opportunity to review each record to ensure that it is eligible for disposition. You can do this by hovering over each record or by clicking the Record Quick Description to see the record entry. Always go back to the Home Page when you are ready to approve.

Organization Assigned: _____ Primary Contact: _____ Vendor Barcode: _____ Legacy Box Number: _____ URMA Tracking Number: _____ Description of Records: _____ Scheduled Disposition Date: _____

(Rollover for Current Search)

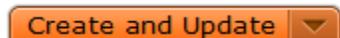
Activity: Search and View Create and Update Data Removal Cart (5 items)

Page 1 | Jump to Page: The search found 5 Records

Storage Type	Date Range - Beginning	Date Range - Ending	Scheduled Disposition Date	Record Quick Description	Hold Retention	Current Location
<input type="checkbox"/> Physical	07/01/2006	07/01/2009	07/01/2013	0000012405: State and Local Funds Financial Records [sel5b/22011]	False	Test Storage Location - SEB:
<input type="checkbox"/> Physical	07/01/2006	07/01/2009	07/01/2013	0000012406: State and Local Funds Financial Records [sel5b/22011]	False	Test Storage Location - SEB:
<input type="checkbox"/> Physical	07/01/2006	07/01/2009	07/01/2013	0000012407: State and Local Funds Financial Records [sel5b/22011]	False	Test Storage Location - SEB:
<input type="checkbox"/> Electronic	03/04/2007	03/04/2010	01/01/2013	0000012410: Correspondence (All Employees) [sel5b/22011]	False	sel5b - Sue Breeden [22011]
<input type="checkbox"/> Electronic	03/04/2007	03/04/2010	01/01/2013	0000012411: Correspondence (All Employees) [sel5b/22011]	False	sel5b - Sue Breeden [22011]

Select those records eligible to be destroyed by clicking on the box to the left of each record (as shown above). If you want to **select all**, click on the box next to the STORAGE TYPE column heading. If there are records which should not be destroyed, do not select them, and send an email to urma-help@virginia.edu to discuss the continued retention. As RA, you should also discuss this retention issue with the Primary Contact in your office.

Once you have selected the records which are ready for disposition, select



, and select either BULK UPDATE (for multiple records) or UPDATE (single records). A screen similar to the one below will be displayed:

Bulk Update Records

Please keep in mind the following:
 Although Bulk Updates are recorded in history, they cannot be undone.
 Bulk updates to entire queries should not be performed when other users may be creating or editing records.
 Bulk Updates have the potential to consume significant resources. As a result, it is recommended large Bulk Updates be performed during off hours.
 You may be prevented from bulk updating some records due to security or due to deletion.

Please select the range of records you would like to update:
 Update the 5 Records I selected on the previous page
 Update the 5 Records matching my current query criteria
 Because Bulk Updates may take several minutes to execute, please enter your email address to be notified when the Bulk Update is complete.
 Email:

Levels of Approval:

Levels of Approval	Notes	Date Time	User
<input type="checkbox"/> PC Approval			
<input checked="" type="checkbox"/> RA Approval			
<input type="checkbox"/> RO Approval			

Storage Type:

Container:

Vendor Barcode:

If updating a single record you will see the PC approvals in the fields above the RA approval, whereas if you are doing a bulk update, these fields will be blank.

Bulk Update Records Bulk Update Cancel

Please keep in mind the following:
 Although Bulk Updates are recorded in history, they cannot be undone.
 Bulk updates to entire queries should not be performed when other users may be creating or editing records.
 Bulk Updates have the potential to consume significant resources. As a result, it is recommended large Bulk Updates be performed during off hours.
 You may be prevented from bulk updating some records due to security or due to deletion.

Please select the range of records you would like to update:
 Update the 5 Records I selected on the previous page
 Update the 5 Records matching my current query criteria

Because Bulk Updates may take several minutes to execute, please enter your email address to be notified when the Bulk Update is complete.
 Email:

Levels of Approval:

Levels of Approval	Notes	Date Time	User
<input type="checkbox"/> PC Approval	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> RA Approval	Waiting RO final approval	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> RO Approval	<input type="text"/>	<input type="text"/>	<input type="text"/>

On this screen, you (as the RA) have the ability to approve the disposition of all the records you selected on the previous screen. Click the box next to "RA Approval" and add any appropriate notes. The record will be stamped by the system with your computing ID, time and date in order to provide verification that approval was given.

Click  to update all selected records. When the message below is displayed, click OK to continue.

Message

This will update 5 Records with the values you have specified.

Click Ok to continue with this Bulk Update or Cancel to cancel this operation.

As RA you will receive an email indicating the bulk update is in process. The University Records Officer (RO) will now receive notification that your records have been approved. The RO will then review and approve the records for the destruction. If the RO does not approve your records the PC will be contacted for a discussion.

DESTROYING THE RECORDS

The PC for the records will receive an email (similar to below) when the records have been approved by the RO for destruction. (Each individual PC will receive a notice when records can be destroyed, and you should **only update destruction information on records for which you are the PC**).

SUBJECT: URMA: Records Ready For Disposition: Batch 78

Records assigned to you have been approved and are ready for final disposition. If you store your records with a vendor managed by the Univ. Records Management Office, you are finished. The vendor will destroy your records and the Records Management Office will add the actual destruction date to your set of records in URMA.

If you store your records On-Site, In-Office or with an approved Off-Site vendor, your next steps are to 1) destroy, or request destruction by the vendor, of the approved records in accordance with University policy, and 2) enter the actual destruction date and method in URMA once complete.

If you have records that have permanent retention and will be transferred to an archival repository, the Records Management Office will be contacting you to discuss your next steps.

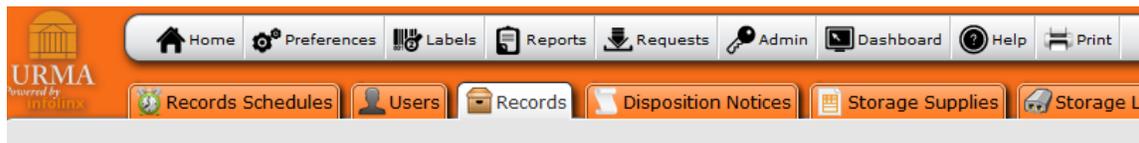
If you have any questions, contact the Univ. Records Management Office.

As the email indicates, if your records are stored with Records Management Office-managed storage vendors, **the Records Management Office will handle the destruction process and will update the actual destruction date for those records**. Your work with these records is complete – **you are finished!**

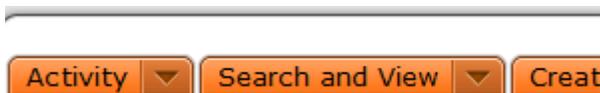
If your records are stored on-site, in-office, with a non-managed storage vendor, or are electronic and stored on a Server/Service (HOST), the PC is responsible for **completing the destruction process and updating the “Actual Destruction Date” and “Method of Destruction”** for the records.

To QUERY the records that have received all three levels of approval (PC, RA, and RO) and see/print a list of the records approved for destruction, you need to:

From the Home Page Grid, select the RECORDS Item Type tab:



Click on SEARCH and VIEW and select SEARCH from the drop down list:



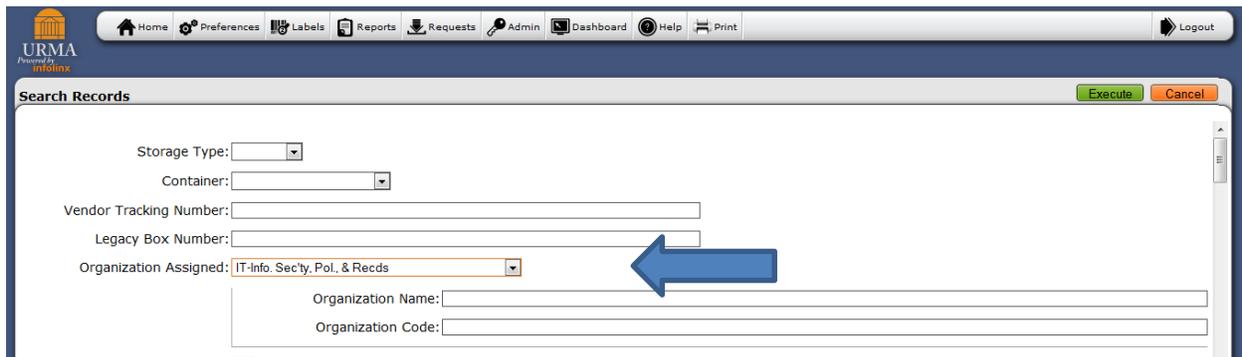
You are searching all records that have a specific storage type, your organization code, primary contact and have all three levels of approval for destruction. Enter the following search criteria.

If you have both electronic and physical records, select the appropriate **STORAGE TYPE**, otherwise leave blank.



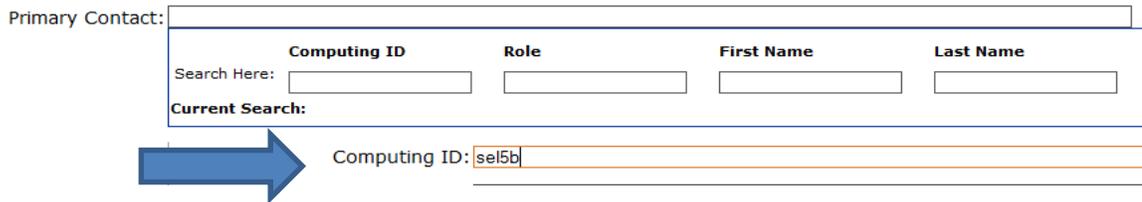
The screenshot shows a web interface titled "Search Records". Below the title bar, there is a single dropdown menu labeled "Storage Type:" with a downward-pointing arrow on the right side.

Using the drop down arrow, select the correct **ORGANIZATION CODE** assigned to these records.



The screenshot shows the "Search Records" form with several fields. A blue arrow points to the "Organization Assigned" dropdown menu, which is currently set to "IT-Info. Sec'ty. Pol. & Recds". Other fields include "Storage Type:", "Container:", "Vendor Tracking Number:", "Legacy Box Number:", "Organization Name:", and "Organization Code:".

Scroll further down the screen and enter the PC's **COMPUTING ID** in the field as indicated below:



The screenshot shows the "Primary Contact:" section. It includes a search table with columns for "Computing ID", "Role", "First Name", and "Last Name". Below the table is a "Current Search:" section with a "Computing ID:" field containing the value "sel5b". A blue arrow points to this field.

Computing ID	Role	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Current Search:
Computing ID:

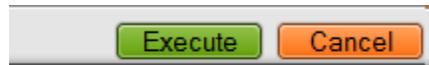
Continue to scroll down to the Levels of Approval section. Select the **RO APPROVAL** box:

Levels of Approval:



<input type="checkbox"/> Levels of Approval	Notes	Date Time
<input type="checkbox"/> PC Approval		
<input type="checkbox"/> RA Approval		
<input checked="" type="checkbox"/> RO Approval		

Click on the **EXECUTE** button at the **top right side** of the screen.



All records that meet the criteria entered will be displayed on the Home Page Grid, as shown below. Be sure to note if you have multiple pages.

The screenshot shows the URMA application interface. At the top, there are navigation tabs: Home, Preferences, Labels, Reports, Requests, Admin, Dashboard, Help, and Print. Below these are more specific tabs: Records Schedules, Users, Records, Disposition Notices, Storage Locations, Research Projects, and Research Sponsors. A search bar is present with fields for Organization Assigned, Primary Contact, Vendor Barcode, Legacy Box Number, URMA Tracking Number, Description of Records, and Scheduled Disposition Date. Below the search bar are buttons for Search, Clear, and a rollover option. A menu bar includes Activity, Search and View, Create and Update, Data Removal, and Cart. The main content area displays a table with 5 records. The table has columns for Storage Type, Legacy Box Number, Date Range - Beginning, Date Range - Ending, Scheduled Disposition Date, Record Quick Description, Hold Retention, and Current Location. A blue circle highlights the 'Page 1 | Jump to Page: 1 | Go' link in the top left of the table area.

Storage Type	Legacy Box Number	Date Range - Beginning	Date Range - Ending	Scheduled Disposition Date	Record Quick Description	Hold Retention	Current Location
Physical		07/01/2006	07/01/2009	07/01/2013	0000012405: State and Local Funds Financial Records [sel5b/22011]	False	Test Storage Location - SEB: C
Physical		07/01/2006	07/01/2009	07/01/2013	0000012406: State and Local Funds Financial Records [sel5b/22011]	False	Test Storage Location - SEB: C
Physical		07/01/2006	07/01/2009	07/01/2013	0000012407: State and Local Funds Financial Records [sel5b/22011]	False	Test Storage Location - SEB: C
Electronic		03/04/2007	03/04/2010	01/01/2013	0000012410: Correspondence (All Employees) [sel5b/22011]	False	sel5b - Sue Breedon [22011] C
Electronic		03/04/2007	03/04/2010	01/01/2013	0000012411: Correspondence (All Employees) [sel5b/22011]	False	sel5b - Sue Breedon [22011] C

Best Practices suggest **verifying** that the boxes you are about to destroy or have destroyed are the correct ones. You can print a hardcopy of this "screen" to use as a checklist to locate the boxes that have been approved for destruction. Simply click the **PRINTER GRID** icon to print a hardcopy of your report. Using this icon will print ALL the pages.

The screenshot shows the URMA application interface with a search results table containing 11 records. The table has columns for Storage Type, Legacy Box Number, Date Range - Beginning, Date Range - Ending, Scheduled Disposition Date, Record Quick Description, Hold Retention, and Current Location. A blue arrow points to the printer icon in the top left of the table area, which is used to print a hardcopy of the report.

Storage Type	Legacy Box Number	Date Range - Beginning	Date Range - Ending	Scheduled Disposition Date	Record Quick Description	Hold Retention	Current Location
Physical		08/01/2005	08/01/2008	07/01/2012	0000010269: State and Local Funds Financial Records [sel5b/22011]	False	sel5b - Sue Breedon [22011] C
Physical		08/01/2005	08/01/2008	07/01/2012	0000010270: State and Local Funds Financial Records [sel5b/22011]	False	sel5b - Sue Breedon [22011] C
Physical		08/01/2005	08/01/2008	07/01/2012	0000010271: State and Local Funds Financial Records [sel5b/22011]	False	sel5b - Sue Breedon [22011] C
Physical		08/01/2005	08/01/2008	07/01/2012	0000010272: State and Local Funds Financial Records [sel5b/22011]	False	sel5b - Sue Breedon [22011] C
Physical		08/01/2005	08/01/2008	07/01/2012	0000010273: State and Local Funds Financial Records [sel5b/22011]	False	sel5b - Sue Breedon [22011] C
Physical		08/01/2005	08/01/2008	07/01/2012	0000010274: State and Local Funds Financial Records [sel5b/22011]	False	sel5b - Sue Breedon [22011] C
Physical		08/01/2005	08/01/2008	07/01/2012	0000010275: State and Local Funds Financial Records [sel5b/22011]	False	sel5b - Sue Breedon [22011] C
Physical		08/01/2005	08/01/2008	07/01/2012	0000010276: State and Local Funds Financial Records [sel5b/22011]	False	sel5b - Sue Breedon [22011] C
Physical		08/01/2005	08/01/2008	07/01/2012	0000010277: State and Local Funds Financial Records [sel5b/22011]	False	sel5b - Sue Breedon [22011] C
Physical		08/01/2005	08/01/2008	07/01/2012	0000010278: State and Local Funds Financial Records [sel5b/22011]	False	sel5b - Sue Breedon [22011] C
Physical		03/01/2004	03/01/2008	01/01/2009	0000010281: Meeting Minutes Audio or Video Recordings [sel5b/22011]	False	Charlottesville Self Storage: C37,C-37 C
Physical		08/01/2003	08/01/2005	07/01/2009	0000010283: State and Local Funds Financial Records [sel5b/22011]	False	Charlottesville Self Storage: C37,C-37 C

If you have both electronic and physical records, simply search the records again, selecting the appropriate STORAGE TYPE and printing the new screen.

Once you have verified you have the correct records, please destroy these records.

UPDATING “Actual Destruction Date” and “Method of Destruction”

Remember: if your records are stored with one of the managed storage vendors, **the Records Management Office will handle the destruction process and will update the actual destruction date for those records.** Your work with these records is complete – **you are finished!**

However, if your records are stored on-site, in-office, with a non-managed storage vendor, or are electronic and stored on a Server/Service (HOST), the PC is responsible for **completing the destruction process and updating the “Actual Destruction Date” and “Method of Destruction”** for the records.

After the records/boxes have been destroyed, the ACTUAL DESTRUCTION DATE and METHOD OF DESTRUCTION fields in URMA must be updated. Follow the QUERY instructions above to display the same group of records in URMA. A screen similar to the one below will be displayed.

Records with the same **storage type, disposition date, and destruction method** can be updated via BULK UPDATE. If **storage type, disposition date, and destruction method** are not the same then the records **must** be updated individually.

Storage Type	Legacy Box Number	Date Range: Beginning - Ending	Scheduled Disposition Date	Record Quick Description	Hold Retention	Current Location
Physical	06/01/2005	06/01/2008	07/01/2012	000010269: State and Local Funds Financial Records [self/22011]	False	self - Sue Breeden [22011]
Physical	06/01/2005	06/01/2008	07/01/2012	000010270: State and Local Funds Financial Records [self/22011]	False	self - Sue Breeden [22011]
Physical	06/01/2005	06/01/2008	07/01/2012	000010272: State and Local Funds Financial Records [self/22011]	False	self - Sue Breeden [22011]
Physical	06/01/2005	06/01/2008	07/01/2012	000010273: State and Local Funds Financial Records [self/22011]	False	self - Sue Breeden [22011]
Physical	06/01/2005	06/01/2008	07/01/2012	000010274: State and Local Funds Financial Records [self/22011]	False	self - Sue Breeden [22011]
Physical	06/01/2005	06/01/2008	07/01/2012	000010275: State and Local Funds Financial Records [self/22011]	False	self - Sue Breeden [22011]
Physical	06/01/2005	06/01/2008	07/01/2012	000010276: State and Local Funds Financial Records [self/22011]	False	self - Sue Breeden [22011]
Physical	06/01/2005	06/01/2008	07/01/2012	000010277: State and Local Funds Financial Records [self/22011]	False	self - Sue Breeden [22011]
Physical	06/01/2005	06/01/2008	07/01/2012	000010278: State and Local Funds Financial Records [self/22011]	False	self - Sue Breeden [22011]
Physical	03/01/2004	03/01/2008	01/01/2009	000010282: Meeting Minutes Audio or Video Recordings [self/22011]	False	Charlotteville Self Storage: C37,C-37
Physical	06/01/2003	06/01/2005	07/01/2009	000010283: State and Local Funds Financial Records [self/22011]	False	Charlotteville Self Storage: C37,C-37

Select the records that have been destroyed.

Click the down arrow on the **Create and Update** action item, and select **Update/Bulk Update**. A screen similar to the one below will be displayed.

Bulk Update Records Bulk Update Cancel

Please keep in mind the following:
 Although Bulk Updates are recorded in history, they cannot be undone.
 Bulk updates to entire queries should not be performed when other users may be creating or editing records.
 Bulk Updates have the potential to consume significant resources. As a result, it is recommended large Bulk Updates be performed during off hours.
 You may be prevented from bulk updating some records due to security or due to deletion.

Please select the range of records you would like to update:

Update the 3 Records I selected on the previous page
 Update the 5 Records matching my current query criteria

Because Bulk Updates may take several minutes to execute, please enter your email address to be notified when the Bulk Update is complete.
 Email:

Levels of Approval:

Levels of Approval	Notes	Date Time	User
<input type="checkbox"/> PC Approval	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> RA Approval	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> RO Approval	<input type="text"/>	<input type="text"/>	<input type="text"/>

Actual Disposition Date: mm/dd/yyyy

Destruction Method:

Storage Type:

Select the range of records you would like to update, noting that there are two choices available. The default is "Update the X records I selected on the previous page". Check to ensure that the number is the same as the number of records you selected on the previous page.

- Enter the Actual Disposition Date
- Select the Method of Destruction from the drop down list
- Do NOT modify any other fields on this screen
- Click **Bulk Update**

A message similar to the one below will be displayed on your screen.

Message

This will update 3 Records with the values you have specified.

Click Ok to continue with this Bulk Update or Cancel to cancel this operation.

Click OK to continue. As PC you will receive an email that the bulk update is complete.

After disposition date and destruction method have been entered, URMA views these records as deleted and, depending on your role, you may not be able to view them. If you need information on any of these records, contact URMA (urma-help@virginia.edu).