URMA
University Records Management Application
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USING URMA

Section XI:
DISPOSITION PROCESS

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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.
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 and select BULK UPDATE. A screen similar to the one below will be displayed:
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 **Bulk Update** to update all selected records.

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

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.

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.
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 STORANGE 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

Create and Update

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

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

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.

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

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

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

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.
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.
UDATING “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.

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.
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](image)

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**).