Sending Records to their Final Destination
‘You will never reach your destination if you stop and throw stones at every dog that barks.’
Winston Churchill
You have old records. Inventory records. Hold. Pit stop RMO. Final Destination!!!
Start - Signing Authority Form

This identifies those individuals authorized to review and authorize faculty or departmental administrative records. Signing authorities must identify records eligible for disposition that may:

- Be subject to an audit that is underway or pending
- Be subject to legal discovery in a legal matter that is underway or anticipated
- Be subject to a pending or ongoing investigation or review
- Pertain to open application for access to records made under the FOIPOP Act
- Document financial obligations that have not yet been completed
- Document contractual obligations that have not expired or been fulfilled
- Have operational requirements for retention that have changed since records schedule approval

This signing authority can be the faculty or department head or an appropriate senior leader designated by the faculty or department head.

A signing authority form will identify:

- The official name of the faculty or department
- The name and title of authorized individual(s)
- Date authorized

All signing authorities will be valid for three years or when there is a change in signatories.

Signing Authority Forms should be submitted to the Records Management Program by email or campus mail.

Email: dlrm@dal.ca

Dalhousie Libraries
6225 University Ave.
Killam Memorial Library 5th Fl.
Dalhousie University
PO Box 15000
You have old records.

Inventory records

Pit stop RMO

Hold

The Road to Disposition!

RDA

To RMO

Key:
- SA = Signing Authority
- RDA = Records Disposition Authorization
- RMO = Records Management Office
- = Planned route
- = Unexpected route

Resources
### Records Inventory - Physical Records

#### Use own or use this template

**Key:**
- **Format:** Paper, Photos, AV, etc.
- **Disposition Methods:**
  - **D** = Secure Destruction
  - **AR** = Transferred to the University Archives

#### Records Inventory List

<table>
<thead>
<tr>
<th>Box Number</th>
<th>DalCLASS No.</th>
<th>Records title</th>
<th>Brief Description of Records</th>
<th>Date Range (MM/DD/YY)</th>
<th>Format</th>
<th>Disposition Action</th>
<th>Disposition Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
You have old records. Inventory records. Pit stop RMO. RDA with SA. To RMO.
You have old records

Hold

Inventory records

Pit stop RMO

SA

RDA with SA

To RMO

Key:
SA = Signing Authority
RDA = Records Disposition Authorization
RMO = Records Management Office

= Planned route
= Unexpected route

Resources
Record Disposition Authorization Form - Physical Records

Purpose: This form authorizes records for disposition identified under policies in accordance with the Records Management Policy.

Instruction: Before disposition, ensure all records have been reviewed for retention. Submit copies of forms to the Archives with associated records. If additional copies are needed, the request form must be completed for each copy. After the request form is completed, the authorizing person or their designee receives the records. The Records Management Office will return the request form to the authorizing person or their designee after disposition.

Department/Unit: [Department/Unit Name]

Name: [Name]

Position/Title: [Position/Title]

Signature: [Signature]

Department/Unit: [Department/Unit Name]

Name: [Name]

Position/Title: [Position/Title]

Signature: [Signature]

Contact (Email or Name): [Contact Information]

Data Approved: [Date]

Department/Unit: [Department/Unit Name]

Name: [Name]

Position/Title: [Position/Title]

Signature: [Signature]

Contact (Email or Name): [Contact Information]

Data Approved: [Date]

Department/Unit: [Department/Unit Name]

Name: [Name]

Position/Title: [Position/Title]

Signature: [Signature]

Contact (Email or Name): [Contact Information]

Data Approved: [Date]

Number of Boxes: [Number]

DAGLAAS Code: [Code]

Year Range: [Range]

For numbers: [For numbers]

Select one: [Option 1]

Transfer to Archives: [Transfer]

Box Number: [Box Number]

Transfer: [Transfer]

Summary of content:

[Content summary]

University Archivist's Approval:

[Approval signature]

Name: [Name]

Date: [Date]

Completed by:

Name: [Name]

Signature: [Signature]

[Additional information]

RMA completion only: RMA number [RMA number]

Page 1 of 1
Record Disposition Authorization - Form For Electronic Records

### Records Management Program

**Record Disposition Authorization Form**

**For Electronic Records**

**Purpose:**
This form authorizes records for destruction identified under DAACLIS in accordance with the Records Management Policy. Complete separate forms for records identified for destruction or retention, then complete disposal forms in **DAACLIS** for final authorization. When the university receives final authorization from the Records Management Office, it is the user’s responsibility to complete disposition forms. For more detail, the Records Management Office will provide instructions.

### Department/Unit

<table>
<thead>
<tr>
<th>Department/Unit</th>
<th>Name:</th>
</tr>
</thead>
</table>

### Records Contact

<table>
<thead>
<tr>
<th>Name:</th>
<th>Position/Title:</th>
<th>Signature:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Contact (email or phone):</th>
<th>Date Approved:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DAACLIS Code:</th>
<th>Action:</th>
</tr>
</thead>
</table>

### Summary of records

**University Archives’ Approval:**
This procedure requires the approval and consent of the University Archivist for proper destruction of identified files.

**Name:** Michael Hoodmore, University Archivist

**Signature:**

**Date:**

**Confirmation of Secure Destruction or Certificate of Destruction (attached):**

**Completed by:**

**Signature:**

**SARG completion only: RDA number 50**

---

*Page 1 of 1*
You have old records.

Hold! It can’t go yet...

Key:
SA = Signing Authority
RDA = Records Disposition Authorization
RMO = Records Management Office
Yellow = Planned route
Red = Unexpected route
Resources

Inventory records
Record Hold Form

Office of Responsibility

Name: __________________________
Title: __________________________
Date: __________________________
Unit: __________________________
Phone Number: __________________

Scope: This form identifies records that are eligible for disposition but are not authorized due to one or more reasons listed in the adjacent chart.

<table>
<thead>
<tr>
<th>Reason for hold code chart</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Audit — under way pending</td>
</tr>
<tr>
<td>2. Legal discovery — legal matter under investigation</td>
</tr>
<tr>
<td>3. Stop — open application</td>
</tr>
<tr>
<td>4. Financial — obligations not yet complete</td>
</tr>
<tr>
<td>5. Contractual — obligations not yet expected fulfillment</td>
</tr>
<tr>
<td>6. Operational requirement change — insufficient time frame listed in approved schedule</td>
</tr>
<tr>
<td>7. Operational requirement change — disposition to be reviewed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DRCLASS No.</th>
<th>Record Number</th>
<th>Record Title</th>
<th>Date to be reviewed</th>
<th>Reason Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Unit Commitment

*The above-listed file(s) will not be intentionally or willfully destroyed or transferred out of the unit during the stated period without written authorization from the head of the responsible unit.

*They will be kept in a secure location and available for retrieval when required.

*The unit's hold procedures will be applied to the record(s).

I, the undersigned, understand that on the review date written above, the hold(s) listed will be reevaluated for authorized disposition. If the file(s) still requires holding for one of the reasons listed above, the hold will be reinitiated with an updated review date.

Signature: __________________________
Date: __________________________

Contact: March 2018
Revised: ______ April 2019
RDA is signed and ready for final review!!!
Final Destination - Approval

University Archivist reviews inventory for historical value to approve final destination.

- **Destruction** -
  - Physical - On site shredding can be organized by the Unit
  - Electronic - delete the records
    Remember to sign the bottom of the RDA and return to RMO

- **Transfer to the University Archives** -
  - Boxes - Trucking can be requested to send boxes to the Archives.
  - Electronic Records - the logistics of Transferring to the Archives will be worked out with the RMO
Record Disposition Authorization - Final Destination
Contact

University Records
Manager - Courtney Bayne
Courtney.bayne@dal.ca

RMO - DalRM@dal.ca