


READING THE DETAILS OF A DISPOSITION REQUEST:

- To view the disposition request select View.
- Request Date is the date the agency initiated the request.
- Submitted Date is the date the agency sent the request to the State.
- Type/County/Municipality/Agency identifies what agency (State or local government or school district) made the request.
- Schedule # indicates the retention schedule that governs the maintenance and disposition of the records involved.
- Archival Review indicates whether the State Archives appraised the records prior to their disposition.
- Requestor Title/Custodian Name/Agency Comment are optional fields the agency may choose to fill in for their records.
- Microfilm Present/Digital Image Present, if yes, denotes that the records have been replicated in compliance with *N.J.A.C. 15:3-4, Image Processing for Public Records* and can be maintained in that format for the life of the retention as the original record and in place of the paper.
- Damaged Records Certificate, if yes, means the records were presented to and approved by the State Records Committee as a special destruction due to damage to the records.
- Location is an optional field the agency can use to identify where the records were stored.
- RIM request ID displays the request ID number generated by Records Information Management System (RIMS). Some local agencies use the RIM system to manage their records. The RIM system allows the user to create a disposition request and transmit it directly to Artemis for review.
- RMS Comments are comments by DORES RMS.

DISPOSITION REQUEST DETAILS

- Records Series Number is the 8 digit number used to identify the records series.
- Records Title is the title of the records series.
- Additional information, if any, describing the records series can be found by clicking the  on the left side of the entry.
- Retention Period the length of time a record must be maintained.
- From (MM/YYYY) is the beginning – To (MM/YYYY) is the end date of the inclusive date range targeted for disposition.
- Medium/Volume shows the medium approved for destruction, for example; paper, microfilm, digital image, etc. and the volume per cubic foot.
- Arch. Volume represents the volume of the records the State Archives accessioned, if any.
- Status can be Authorized (State authorized the disposition action) or Disposition Completed (agency reported that it completed the authorized disposition action to the State).
- RMS Comments is an optional field for DORES RMS comments.

REVIEW INFORMATION

- Authorization number is the number assigned to a request once it has been authorized by the State; the number is different than the request number.
- Authorization Date is the date DORES RMS authorized the request.

FINAL DISPOSITION STATUS

- Final Disposition indicates how the records were disposed of, for example; shredded, erased, etc.
- Comments is an optional field in which the agency may add comments related to the disposition of the records; this may include vendor information, receipts, etc.
- User Name is the agency user who finalized the request.
- Disposition Date is the date the agency returned to Artemis to finalize the request. This date may differ from the actual date the record was destroyed.