

Streamline records disposal with the Advanced Disposal Module



The Advanced Disposal Module for Content Manager is a workflow tool that guides you through the processing of the disposal of records.

The module provides:

- ▶ a means to help identify the records for disposal
- ▶ the ability to review records consignments
- ▶ manage disposition conflicts
- ▶ collect approvals; and
- ▶ carry out the disposal of the records on behalf of the organisation according to your legislative requirements

These processes are all undertaken electronically, providing a seamless and efficient approval process.

How does the Advanced Disposal Module work?

Identifying content for disposal begins by creating a consignment, then selecting the records due for destruction. The consignment uses the retention schedules that are applied to your records in Content Manager which determine records as inactive, destroyed or archived.

The approval process of the consignment can be customised to suit your organisation's needs. By default, an email is sent to the owners of records that have been flagged for disposal as part of the approval process.

Features

- ▶ Consignment creation and review
- ▶ Electronic Business Owner approvals
- ▶ Electronic disposal of records and automatic logging into Content Manager
- ▶ Creation of VERS Encapsulated Objects (VEO) for electronic transfer (VERS Module required)

Benefits

- ▶ Identify the correct records for disposal by creating a Content Manager consignment reducing the organisations risk
- ▶ Review the record Retention Schedules and disposal status to ensure they have been identified correctly ensuring the organisation meets the compliance requirements
- ▶ Seek and manage approvals by email for the record's disposal from the record's Owner which removes the need for paper based approvals and signing
- ▶ Dispose of the records securely
- ▶ Transfer of records electronically to State Records office or other agencies as part of machinery of government changes effectively and efficiently thereby saving in printing and hardcopy transfer costs