

		<p style="text-align: center;">Note: If you have records that need to be Recycle/Shred and Archive you must fill out one form for Recycle/Shred and another form for Archive.</p> <p>7. Fill in information for each Record Series <u>4. Listing of Records to be Destroyed.</u> a. RCN: Fill in the 6 digit number corresponding to the appropriate records series. b. FROM: Fill in the Year the record began (ex. 2007). c. TO: Fill in the Year the record ended (ex. 2007). d. Orig or Copy: Select the appropriate radio button. If you are the Office of Record select "Orig." If you are the Copy Holder select "Copy."</p> <p>8. <u>5. Department Certification</u> Select the Submit button to submit the records for disposition.</p> <p>9.a. If Record Form Fails: <ul style="list-style-type: none"> • No Records are authorized for disposition at this point. • If the form fails the browser will navigate to (http://www2.und.edu/dept/records/RDRFail.php) and display an error message. • The browser will display what areas of the form have failed. • Select "Continue" at the bottom of the browser window and navigate back to the Record Disposal Form. • Fix the errors and select "Submit." </p> <p>9.b. If Records Form Passes: <ul style="list-style-type: none"> • No Records are authorized for disposition at this point. • If the form passes the browser will navigate to (http://www2.und.edu/dept/records/validateRDR.php) and display the records that have been submitted. • If the records displayed are not the records that you intended or you need to make changes prior to submission select "Cancel." This will navigate your browser back to the Record Disposal Form to make the necessary changes. • If the records displayed are the records you intended select "Submit" for final approval. </p> <p>10. If No error messages occur: <ul style="list-style-type: none"> • Browser will navigate to http://www2.und.edu/dept/records/verifyRDR.php and display the records that are approved for disposition. • Select "Print Certificate." </p> <p>11. New window will open displaying the "Certificate of Disposition." <ul style="list-style-type: none"> • Print the certificate and follow the directions at the bottom of the certificate. </p>
<p>View Past Record Disposal Requests</p>	<p>1. 2. 3. 4.</p>	<p>Navigate browser to the Main Menu (http://www2.und.edu/dept/records/main.php).</p> <p>Select "View Past RDR."</p> <p>After browser grants access Select "Continue."</p> <p>Displayed will be a summary of each Record Disposal Request submitted under the logged in user as follows:</p> <ul style="list-style-type: none"> • RCN: Request Control Number: Unique number identifying each request. • Type of Disposition Archive or Recycle/Shred: R_S = Recycle/Shred A = Archive

		<ul style="list-style-type: none">• Date/Time Approved: Date and Time the Record Disposal Request was approved.• Date/Time Complete: Date and Time the Records Manager has completed the process.• View: Selecting “View” will display the unsigned certificate.
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