Need to dispose of records

- Contact Records Management: recmgmt@clemson.edu

  - Is your record listed on the general schedule? (NO)

  - Is your record listed on a specific schedule? (NO)

  - Has the retention expired? (NO)

    - Is your record listed on the general schedule? (YES)

      - Do you actively use the records? (YES)

      - Keep in your office.

      - With Records Management, create records schedule.

    - Maintain until the retention expires.

  - Do you actively use the records? (NO)

    - Keep in your office.

    - Fill out a Records Transfer Request to send boxes to the Records Center.

- Disposal:

  - Fill out the Disposition Form and send to Records Management.

  - Dispose of records after signed documentation completed.