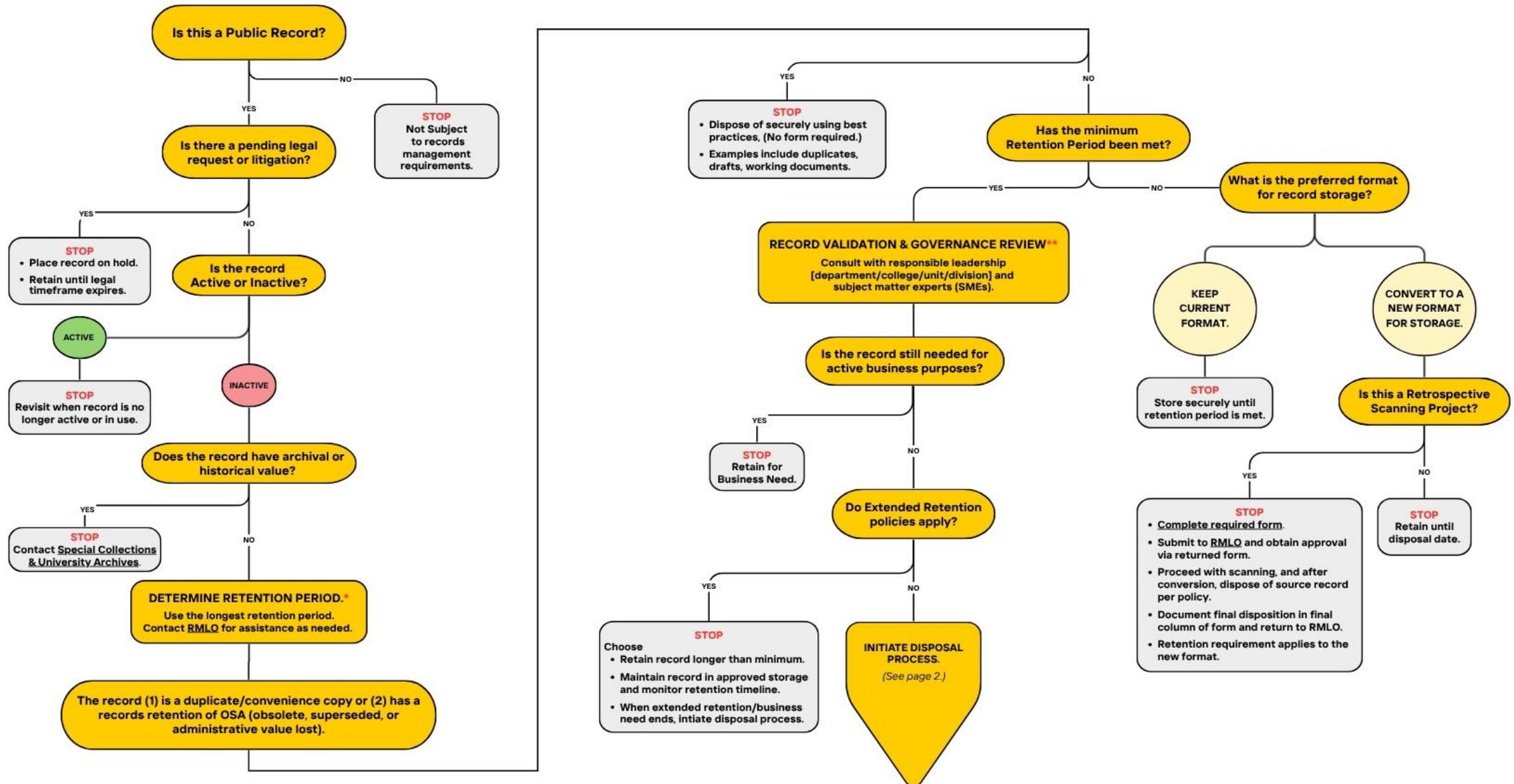


Records Management @ UCF: Records Retention and Disposition Process

This is meant to be a visual depiction of the RM process and is supplementary to the training materials.

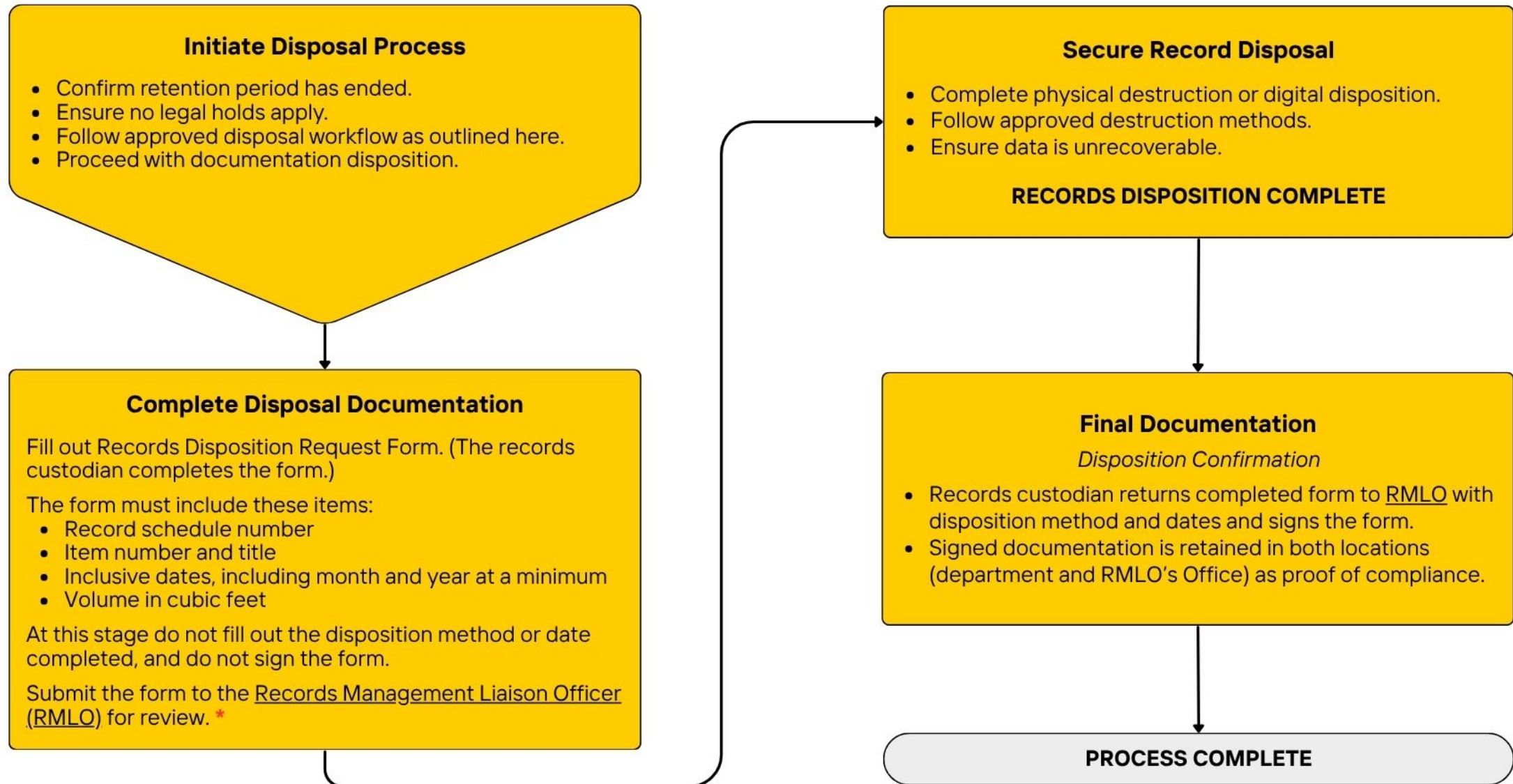


*Use the following tools: State of Florida Department of Library and Information Services (DLIS) retention schedules, statutory requirements (U.S./State), contractual obligations, federal or regulatory compliance (e.g., Institutional Review Board guidance), internal policy and guidelines, unit-specific schedules.

**Confirm records classification. Validate retention requirements. Ensure alignment with policy and standards and correct handling before disposition.

Records Management @ UCF: Disposition Process (Page 2)

This is meant to be a visual depiction of the RM process and is supplementary to the training materials.



*The RMLO does the following: reviews eligibility, confirms compliance requirements with DLIS minimum retention, provides formal approval via return of signed form.