



DISPOSAL SCHEDULING PROCEDURES FOR TRIM

September 2010

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1. DISPOSAL SCHEDULING PROCEDURES

Introduction

- 1.1 The effective management of TRIM will ensure the full realisation of the RecordsNI project. Central to this is the implementation of electronic disposal and retention. Mismanagement of the TRIM system holds serious consequences for business areas, Departmental IMBs and Departmental Boards across the Northern Ireland Civil Service. To provide accountability for NICS's decision-making, or evidence of government Departments carrying out their functions, it is essential that fully operational disposal schedules are created and managed in TRIM.
- 1.2 Public records are core, publicly funded business assets, and by ensuring they are full and accurate Government Departments can:
- comply with legislative requirements;
 - document decision making and action taken by government;
 - account for government and public administration;
 - protect the public interest and underpin the services delivered on their behalf;
 - transfer knowledge.
- 1.3 Heightened public awareness of how government handles its data has led to the need for Government Departments and other public sector organisations to ensure that effective records management controls are in place that manage the lifecycle of records from their creation, through use, to disposal, or storage in an archive once that use has come to an end.

Scope

- 1.4 All records, digital or paper, created or received by Northern Ireland Departments and Public Bodies in the conduct of business are defined as
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Public Records under the Public Records Act (NI) 1923 and need to be managed in accordance with the Act.

- 1.5 Digital records are both those created electronically, i.e., 'born digital', and those transferred to electronic format, or digitised, e.g. by scanning.
- 1.6 This guidance will outline the procedures for disposition of digital records created in TRIM by staff in NICS departments.

Audience

- 1.7 The main audience for this guidance document is Departmental Information Managers, information management staff, IT support and TRIM administrators. The guidance has been produced in co-operation with NICS Departments. Application of this guidance is the responsibility of the Department or Public Body concerned with compliance of their business needs and records management requirements under the Public Records (NI) Act 1923 and the Disposal of Records Order 1925.

Legislative Compliance

- 1.8 The effective management of government information is ensured by the following pieces of legislation:
 - 1.8.1 **The Public Records Act (Northern Ireland) 1923 and the Disposal of Documents Order 1925** which require Government Departments and Public Bodies to transfer public records deemed to be of archival value to the Public Record Office of Northern Ireland (PRONI) for permanent preservation. The Act does not make any distinction with regard to the media on which the records were created; PRONI will therefore be accepting the transfer of digital records, including those managed by TRIM.

- 1.8.2 **The Disposal of Documents Order (NI) 1925** states that an officer ‘especially conversant’ with the records should be appointed to lead and advise on records management matters. Increasingly Departments and other Public Bodies in Northern Ireland have developed Information Management Branches or sections – which collectively promote and manage records.
- 1.8.3 **The Lord Chancellor’s Code of Practice on the Management of Records under Section 46 of Freedom of Information Act 2000** sets out the practices which public authorities and bodies subject to the Public Records Act (NI) 1923 should follow in relation to the creation, management and destruction or transfer of records. Non-compliance by an organisation to the standards set out in this Code of Practice may result in notification being issued to the organisation by the Information Commissioner’s Office, specifying how it has failed to comply.
- 1.8.4 **The Freedom of Information Act 2000** has had a considerable impact on ensuring that government departments review and improve their responsibility for records management in order to support the regulatory environment. This has placed emphasis on the need for records to be held in an easily accessible and structured system to enable organisations to meet their obligations under the Act.
- 1.8.5 **Data Protection Act 1998** regulates the processing of information relating to individuals including the obtaining, holding, use, disposal or disclosure of such information.
- 1.8.6 **Environmental Information Regulations 2004** provide the public with a statutory right of access to environmental information held by public authorities.

2. ROLES AND RESPONSIBILITIES

- 2.1 PRONI recommends that the Departmental Information Manager accepts overall responsibility for ensuring that disposal and retention schedules are implemented and monitored within each Department and that the disposal function is managed centrally through Information Management Branch (IMB).
- 2.2 In order to implement disposal and retention within a Department it will be necessary to establish a structure whereby responsibility for administration of the system will be devolved to nominated staff at divisional/branch level. The operation of this structure should be co-ordinated by staff in Information Management Branch.
- 2.3 To manage digital records Departmental staff should at a minimum ensure:
- Departmental policies and procedures for TRIM are in place;
 - advice and guidance on good records management practice is provided by IMB;
 - development and monitoring of Disposal Schedules;
 - liaison with Public Record Office Northern Ireland (PRONI) on the appraisal and transfer of digital records identified for permanent preservation.
- 2.4 It is essential that Departmental staff are made aware of their responsibility as records creators and that they follow existing Records Management policies and procedures. Staff should also be made aware of the disposal function within TRIM and how disposal scheduling affects how they create and file records.
- 2.5 Records Management policies should be enforced and good records management principles should be followed by all staff within a Department.

3. DISPOSAL SCHEDULING

- 3.1 Upon completion of a Departmental Macro Appraisal Report and File Plan Analysis detailing those areas of the departmental file plan which have been identified for destruction or transfer to PRONI, it is the responsibility of Information Management Branch to build disposal schedules to manage this function.
- 3.2 PRONI will evaluate the Department's decisions, by way of the documents mentioned above, before they are signed off by representatives from PRONI and the Department.
- 3.3 Disposal schedules, when they have been created, will be applied at the class level of a Departmental file plan (book level or higher). Disposal actions are inherited from the class level and cascade to the lower levels of the file plan, see Diagram 1 below for an example of this:

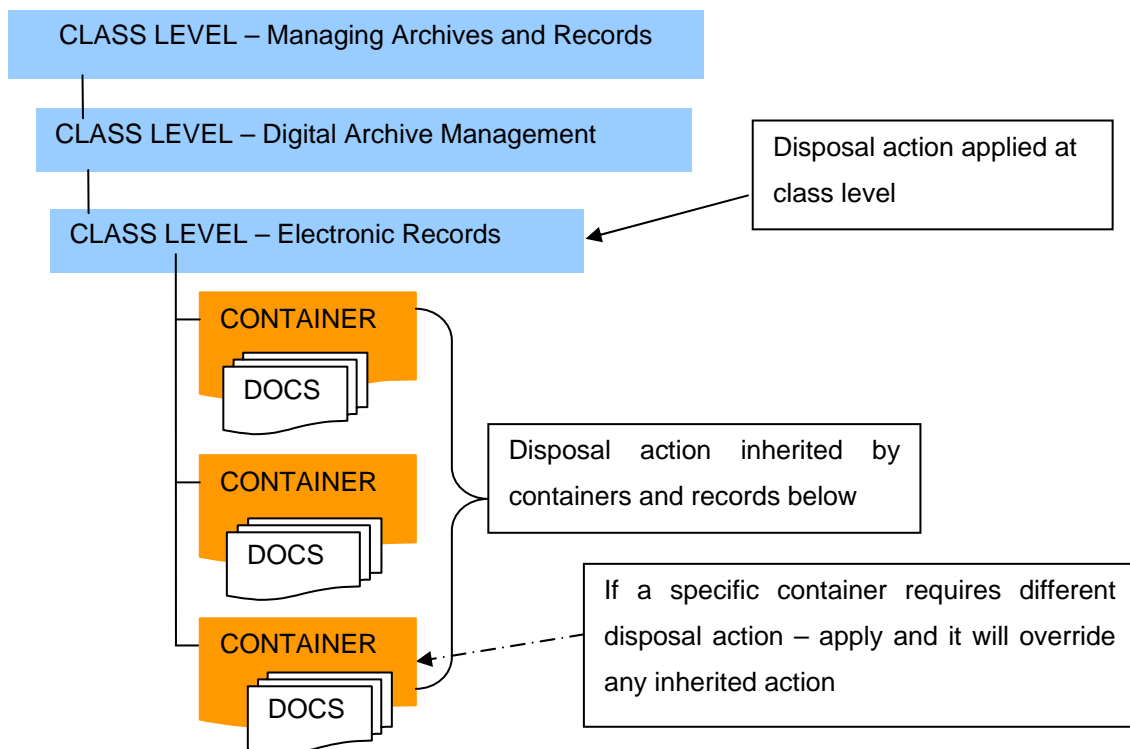


Diagram 1: Inheritance of disposal actions and relation to file plan

- 3.4 However, exceptions to this rule, if required and agreed between PRONI and the Department, can be applied to specific containers within a book level. To ensure that a Departmental disposal and retention function operates effectively it is essential that the number of exceptions is kept to an absolute minimum.
- 3.5 Those seeking to apply disposal and retention actions at container level should do so only after careful consultation with IMB and having a sound business reason to justify the decision. Disposal actions **will not** apply to individual records.

4. DISPOSAL AND RETENTION PROCESS

- 4.1 Departmental Information Management branches should have central control of the entire disposal and retention process.
- 4.2 There are several steps, all essential to the operation of the disposal process, summarised below. See **Appendix 4 – Disposal Process TRIM Administration**, for detailed step-by-step guidance on carrying out the disposal process in the TRIM EDRM environment.

Disposal Reports

- 4.3 To ensure that the disposal process operates effectively, it will be necessary to carry out a number of searches in TRIM (e.g. searching for containers that have not had documents added in two years) and output the results of these searches to Microsoft Excel. These Excel files should be saved as a record of disposal actions carried out by the Department, and will act as Disposal Reports.
- 4.4 The disposal reports should be created by Information Management Branch staff on a scheduled basis. PRONI recommends that this should take place quarterly. If the Department's file plan is particularly large, or users regularly create large numbers of containers, it may be necessary to produce the reports at the end of every month.
- 4.5 Departmental Information Management Branch staff should notify Local Information Managers of disposal reports as they are created, and advise them of records to be disposed of, along with proposed timescales for destruction. It should be noted that this is for informational purposes only. It is recommended that these notifications are sent out at least two weeks prior to disposal taking place. It is the responsibility of the Local Information Manager to liaise with a Departmental Information Management Branch, or equivalent, during the disposal process.

Finalisation of records

- 4.6 To ensure that all Departmental records can be considered full and proper, it is essential that users finalise their documents when appropriate for them to do so. Staff should be made aware that only after documents have been finalised will they hold evidential weight, be legally admissible if required and be considered proper Departmental records.
- 4.7 Departmental Information Managers should take overall responsibility for ensuring that users finalise their documents. To assist with this task it is possible for Information Management Branch staff to run a TRIM search to identify un-finalised records in a set of containers. The records can then be tagged in bulk, and finalised.
- 4.8 Notification should be given to Departmental staff that IMB is carrying out this process and that appropriate measures should be taken to ensure business continuity.
- 4.9 The process to initiate a bulk finalisation process is contained in **Appendix 4 – Disposal Process TRIM Administration**.

Closure of containers

- 4.10 The TRIM disposal and retention function will only operate upon the closure of the TRIM containers to which the disposals schedule relate. Therefore containers must close to enable the completion of disposal actions. It should be noted that the closure of a container means no more papers can be added and a continuation container should be opened.
- 4.11 To ensure that disposal schedules operate effectively PRONI recommends that the life span of a folder should not exceed two years.

- 4.12 The life span of containers can be maintained either by the application of the 'Automated Part Rule' function or by a structured process where Departmental staff, either in branches or centrally through IMB, ensure that containers close whenever they reach agreed limits.
- 4.13 Diagram 1 illustrates how to create an automated part rule to close containers after a given period of time.

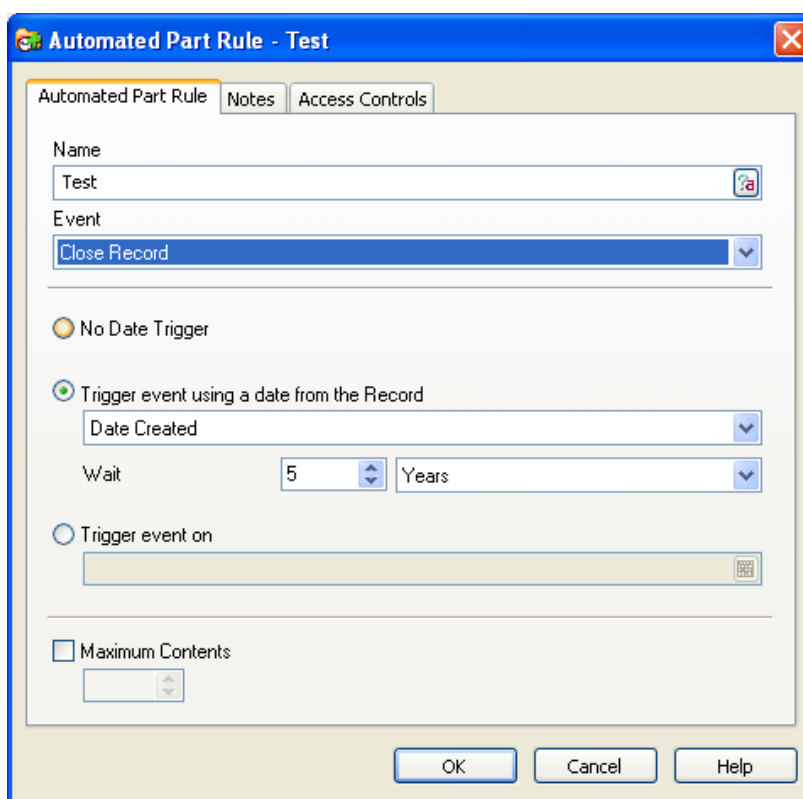


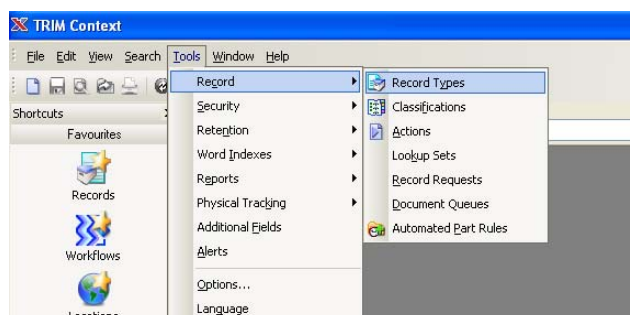
Diagram 1: Automated Part Rule used for Container Closure

- 4.14 IMB staff can run TRIM searches to identify containers that are about to reach two years from 'Date Created' and then either close them or inform staff in the relevant business area that the containers need to be closed. It is also possible to run TRIM searches to identify containers that have not had documents added to them for a specified period of time, and then to close these. See **Appendix 4 – Disposal Process TRIM Administration**, for more detail on running this search to close containers.

Application of “Part Rules” on Container Record Types

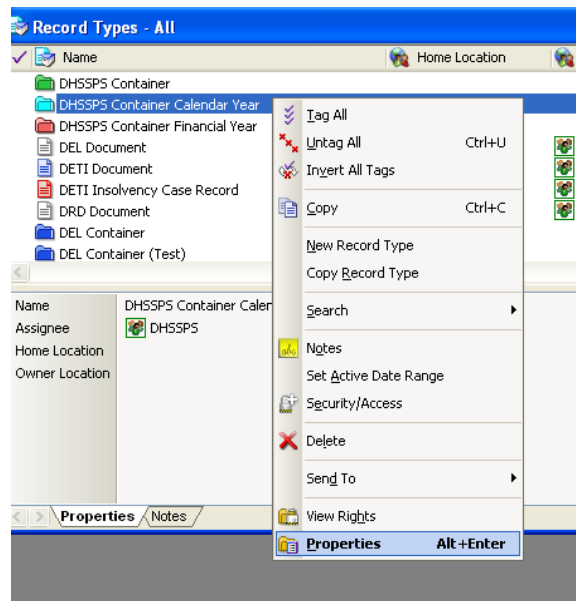
- 4.15 Automated Part Rules are applied to containers to ensure at some stage the container actually closes to facilitate the implementation of retention and disposal policies. The default Automated Part Rule in use in RecordsNI closes a container once it reaches a limit of 300 documents and then opens a new part. This can cause problems for disposal and retention as many containers may never reach that document limit and thus the container will stay open indefinitely. Also, if a disposal schedule with the trigger ‘after latest part date closed’ is used, the same problem arises if the container continually opens new parts.
- 4.16 It is possible to create and apply different part rules, based upon specific dates such as the end of a calendar year or a certain number of months after the end of a financial year that will address this problem.
- 4.17 The part rule is applied to the container record type as opposed to individual containers and can be applied following the process below.
- 4.18 It is important to remember you have to access **TRIM CONTEXT** as opposed to **TRIM DESKTOP** to carry out this administration of the system.

Select **Tools – Record – Record Types** as shown below:



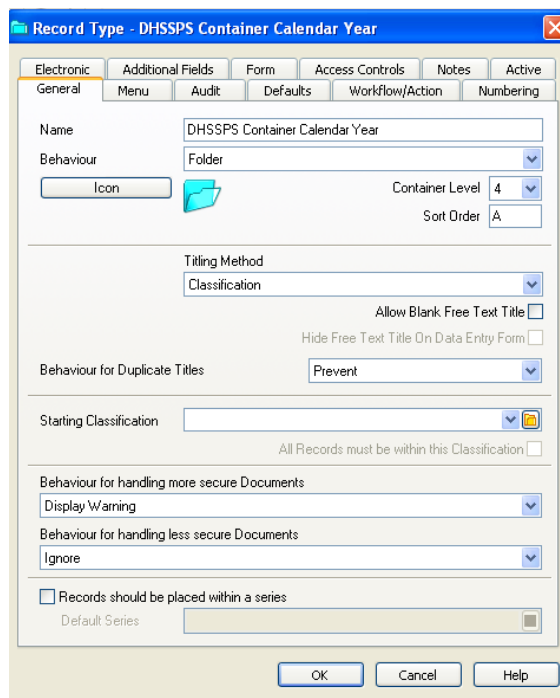
You should then select the record type to which the part rule is being applied, right click, and select properties as shown below.

Disposal Scheduling Procedures



The properties page is shown below.

From the tab options at the top of the page, *Numbering* should be selected.



The appropriate part rule can then be selected from the dropdown as shown below:

Record Type - DHSSPS Container Calendar Year

Electronic Additional Fields Form Access Controls Notes Active

General Menu Audit Defaults Workflow/Action Numbering

Using a Number Pattern
 Based on Container Record
 Based on Classification
 Using settings from another Record Type

Pattern: KKL-YY-GGGGGGGGG
Last Number: DH3-10-000000101

Reset Generated Numbers at Year's End
 Confirm Each Generated Number

Part Numbering:
 Record Type does not allow New Parts to be Created
 Use the Next Generated Record Number
 Use Part Number

Part Separator: [Dropdown] Compress Part Number

Automated Part Rule: DHSSPS Calender Year

- DHSSPS Calender Year
- DHSSPS Financial Container
- DHSSPS Pers Storage Part Rule
- DHSSPS Continuation
- DHSSPS Annual Continuation 2

OK Cancel Help

Click OK to finalise procedure. All containers created after this process will inherit this part rule.

NB: Containers created before this process will NOT have the part rule applied and this will have to be applied retrospectively on the individual containers.

Applying Disposal schedules to a TRIM Container

- 4.19 The default position for disposal and retention within TRIM should be at the classification level. PRONI recommends that the majority of disposal schedules should adhere to this rule.
- 4.20 However, if there are instances where a functional area of a Departmental file plan is organised in such a way that an over-arching retention period and disposal action is not appropriate, it is possible to add an exceptional disposal schedule to a container or containers within a book level. In these cases staff should liaise with the Departmental Information Management Branch to assess whether an exceptional disposal schedule is appropriate.

- 4.21 An individual schedule should only be applied at container level after liaison with IMB and agreement that the reason for the exception is justified.

Disposal of containers selected for Destruction

- 4.22 The destruction of containers within TRIM will be managed by those holding the NICS Exception and DIM profiles.
- 4.23 The officer holding the NICS exception profile will be responsible for producing all disposal reports that will identify records due for destruction or preservation. Once the reports have been created, the Departmental Information Manager will sign off on the disposal reports authorising destruction or preservation.
- 4.24 PRONI recommends the complete removal of containers, including metadata stubs, which have been identified for destruction. To provide accountability for the disposal actions carried out on a Departmental file plan, the disposal reports which list the containers disposed of, or transferred to PRONI, should be saved into appropriate containers within TRIM.
- 4.25 To ensure no interruption to the operation of the TRIM network it will be necessary to carry out the bulk destruction of containers at off peak times, such as overnight or weekends. It will also be necessary for Departments to liaise with the Managed Service provider to schedule their destruction process to ensure minimum disruption to the network.

Retention holds

- 4.26 Certain containers that have been identified for destruction at the end of their administrative use may be required for a further period of retention than stated in the disposal schedule, e.g. records required for an ongoing FOI case, or for auditing purposes. In this instance it is possible to use the Retention Hold function in TRIM to delay the action stated in the disposal schedule.

4.27 The Retention hold facility can be found in the Tools Menu, under Retention and then under Holds. ***Please see Appendix 3 – ‘Retention Holds’ for configuration of this functionality.***

5. ACCESS CONTROLS

- 5.1 Before any container selected for permanent preservation is transferred to the PRONI Digital Repository, PRONI stipulates that it should be accompanied by an access decision detailing whether the information is 'open', i.e. contents can be henceforth released in their entirety to the public, or is 'closed' or 'partially closed' due to information legislation exceptions.

NB: PRONI will currently only accept electronic transferrals of OPEN material. Records deemed unsuitable for immediate release should be maintained by the originating Department until the need for sensitivity falls away.

- 5.2 To create access decisions on records transferring to PRONI it is possible to add extra fields to the metadata of the record where decisions on the sensitivity of the information can be recorded. Another option is to add an extra tab to the Properties Box of the records transferring, where access decisions can be recorded.
- 5.3 The following list of options (taken from the existing PR 14 form for paper records) should be used if a Department chooses to update the metadata fields/Properties box of transferring information.

Potential additional fields for recording access decisions:

- Open Forthwith
- Full Closure
- Partial Closure
- E-Blanking out
- Name of reviewer
- Public interest test
- Drop down list for exemptions
- Review date for closed decisions
- Closed until statute barring legislation no longer applicable
- Closed until individual(s) 100 years of age

Appendix 1: Disposal Schedule Configuration Options

Disposal schedules will be configured by staff from a Department's Information Management Branch.

There are a number of stages to this process which are illustrated in the following diagrams.

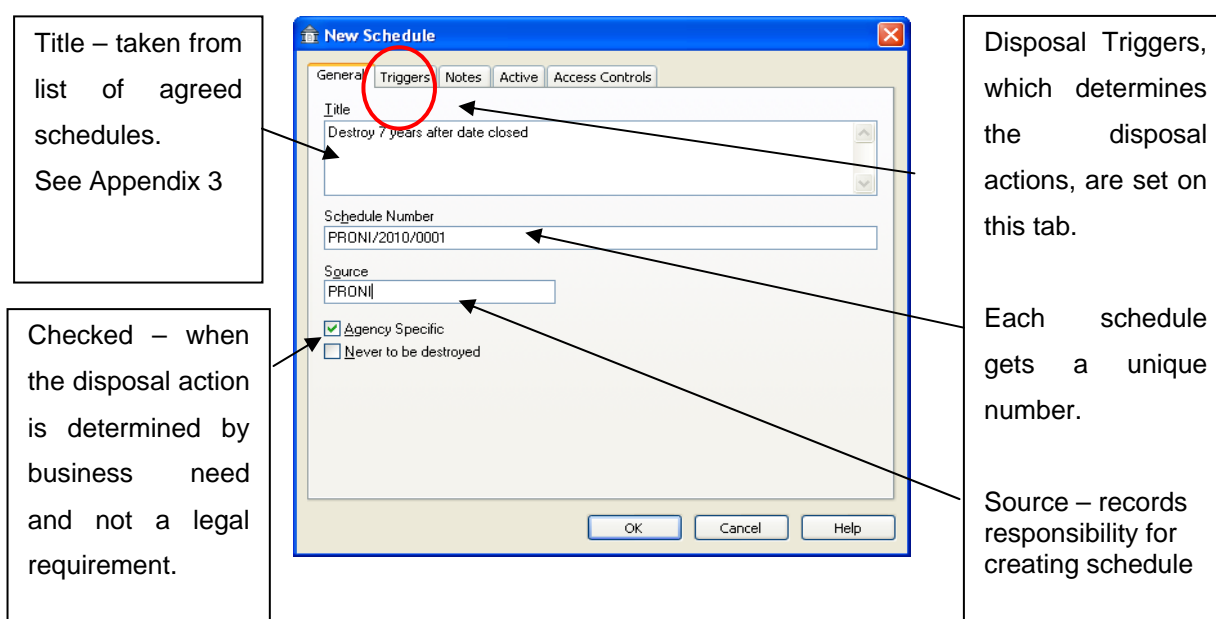


Diagram 2: Creating a disposal schedule in TRIM

The disposal schedule should be selected from the agreed list contained at Appendix 3. The schedule number should be made up of the following parts:

- A Departmental prefix
- A number – to run sequentially
- The year the schedule was created

Therefore the first disposal schedule on the PRONI list contained in Appendix 3 has the Schedule Number PRONI/01/2010. However, as Departments build their own schedules, respective Departmental prefixes will apply. **See Appendix 3 – Disposal Schedule List.**

The Source field is an 'authority code' which is used to record which organisation is responsible for creating the Disposal Schedule.

Disposal triggers: The Disposal Schedule function in TRIM can apply three types of trigger – a Destroy trigger, a Home Location trigger and a Permanent Archive trigger. A Destroy trigger will see the destruction of records under this action. The Home Location trigger refers to an interim storage area that is not currently utilised by the NICS. The Permanent Archive trigger will see records selected for ultimate transferral to PRONI's Digital Repository. The trigger type will be taken from the drop-down list contained within the TRIM disposal and retention function.

Diagram 3 below illustrates this process:

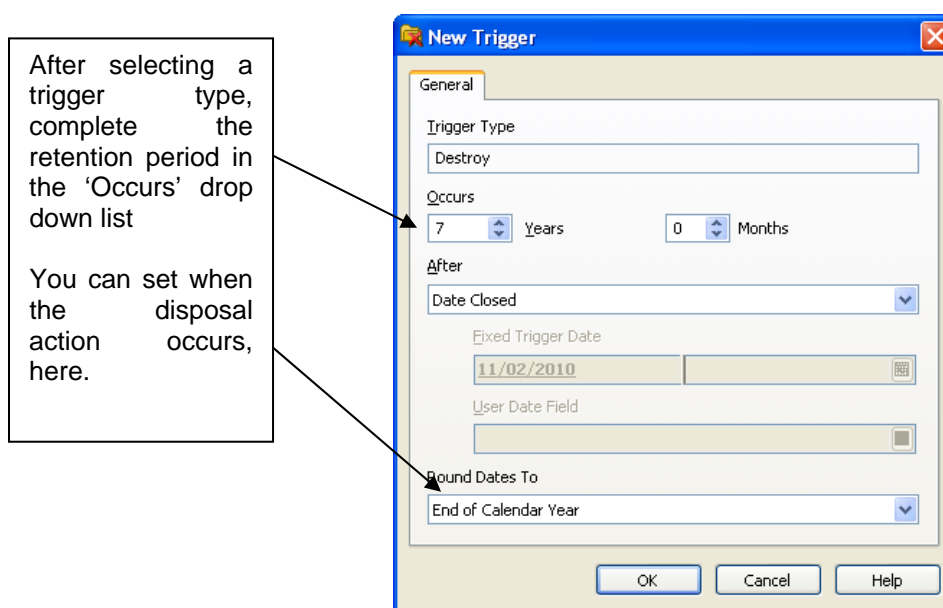


Diagram 3: Setting a destroy trigger

Note that the Permanent Preservation disposal schedule *must have a trigger applied to it* in order for it to work. Because of this, it will be necessary for Departments to consider how long they will need to retain records intended for permanent preservation, prior to them being searched for and ultimately transferred to PRONI. E.g. the trigger may need to be set to 'Permanent Archive', 'X years after closure'.

Once the disposal schedule has been built the other Tabs should be filled in to add supplementary information describing and managing the disposal process. The 'Notes' tab should be completed to provide a more detailed explanation of the disposal actions placed upon the classification. This field should also contain a date stamp, user id and time. Diagram 5 describes this process:

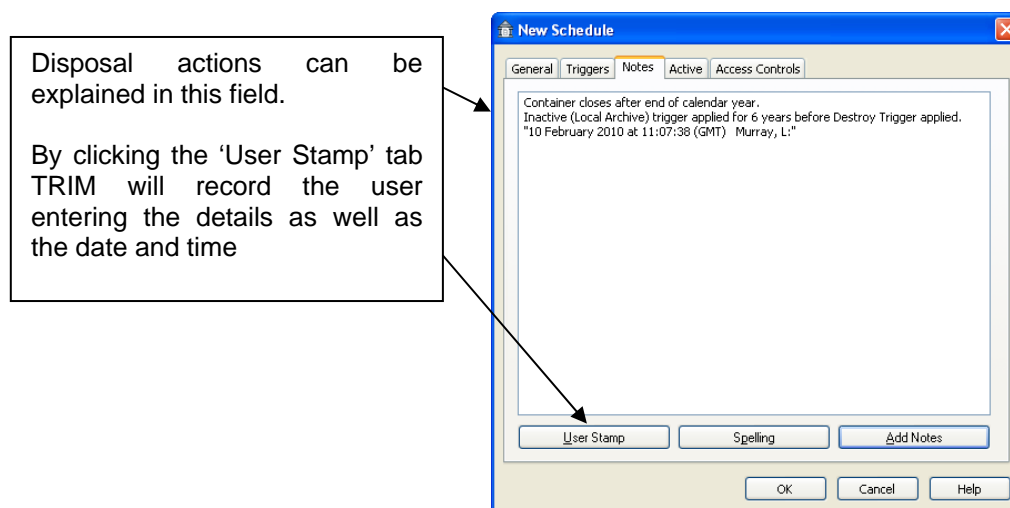


Diagram 5: Adding notes to schedule

It is essential that once the disposal schedules have been created they are quality assured and approved by PRONI prior to configuration. Once disposal triggers/actions are configured, the disposal activities become active from the dates entered into the relevant field. If schedules are superseded information managers must not delete the existing schedule rather the schedules should be made inactive by adding a date into the 'Active To' field. The 'Notes' tab (described above) should be updated to record this process. Diagram 6 shows how this procedure should be completed.

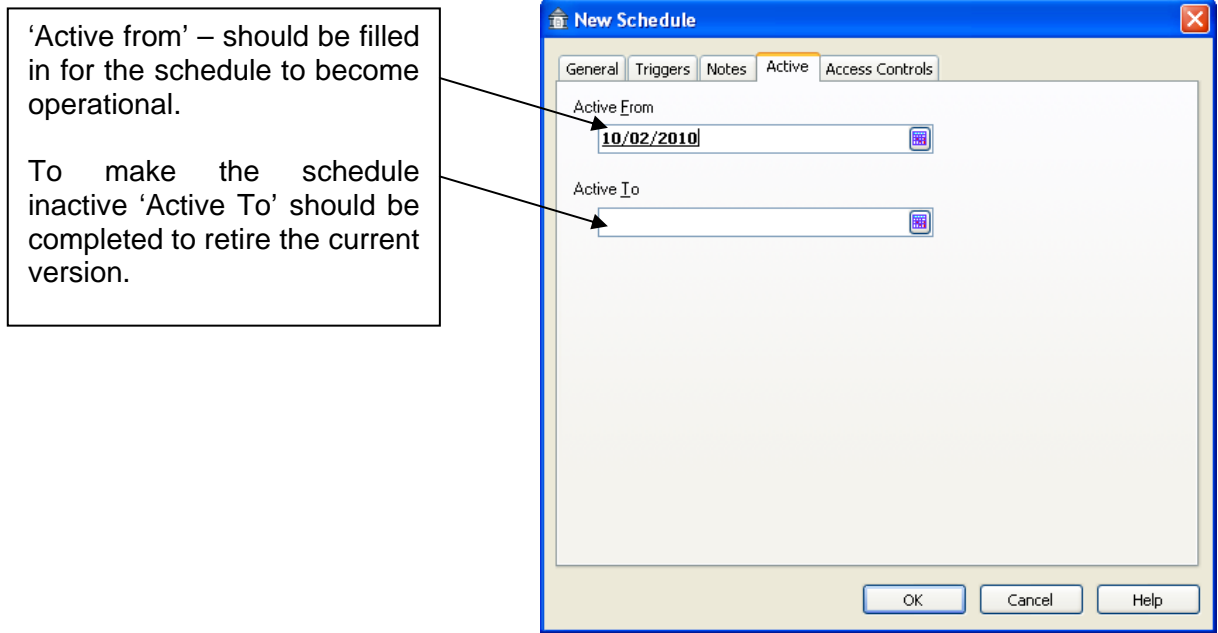


Diagram 6: Making a schedule inactive

Appendix 2: Retention Holds

TRIM has the functionality to allow a retention hold to be placed upon containers containing information which is required for longer than the default retention period determined by the disposal schedule placed on the parent classification. By placing a retention hold upon a container system administrators will ensure that the existing disposal action will not enact when the disposal trigger is used. As such the container will be kept until the hold is removed.

To create a retention hold, system administrators should access the 'Tools' menu within TRIM, go to Retention, then select 'Holds'. See Diagram 1 below:

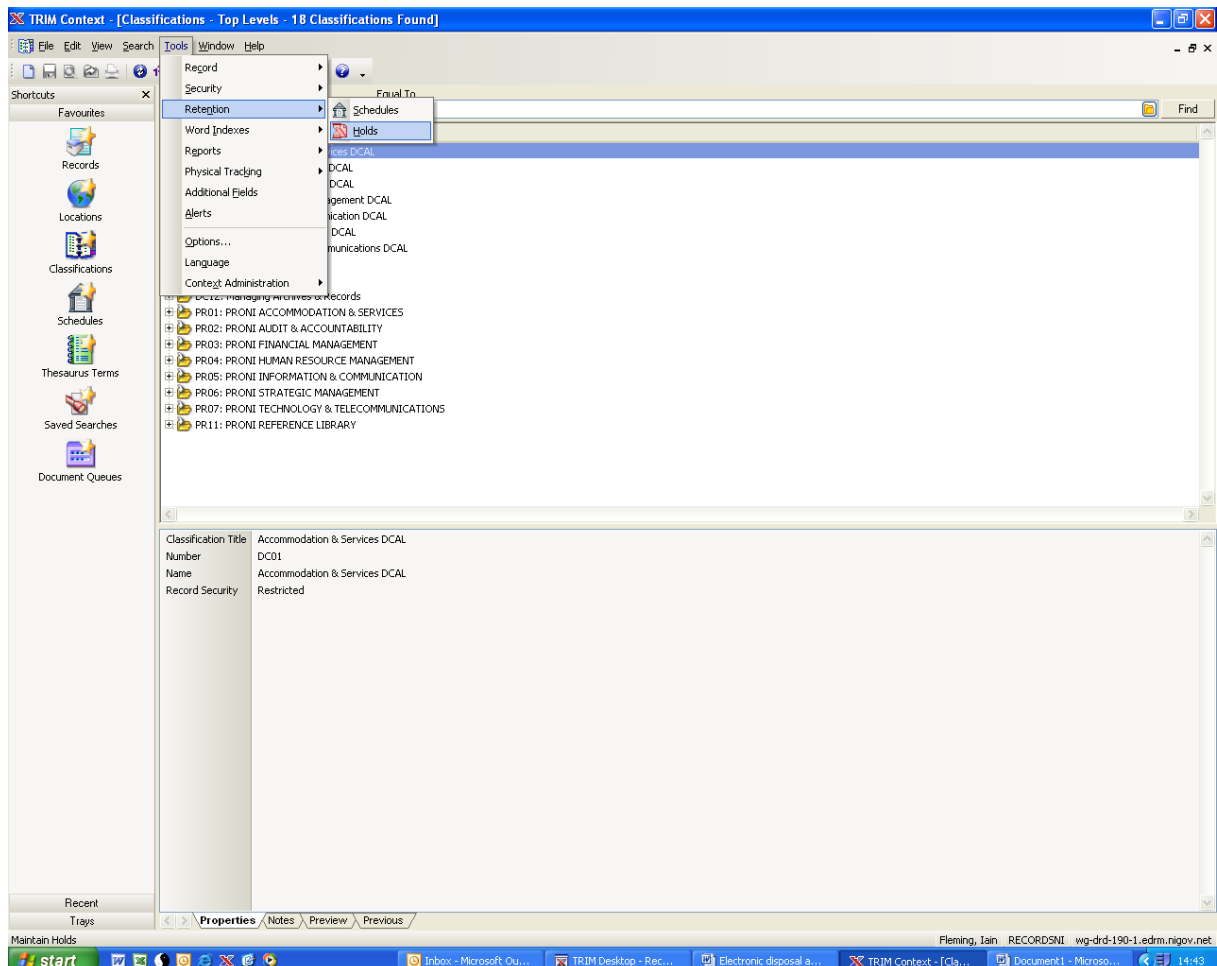


Diagram 1: Accessing Holds Function

As with the creation of a disposal schedule within TRIM there are several stages to the creation of a retention hold. These stages are detailed in the following diagrams:

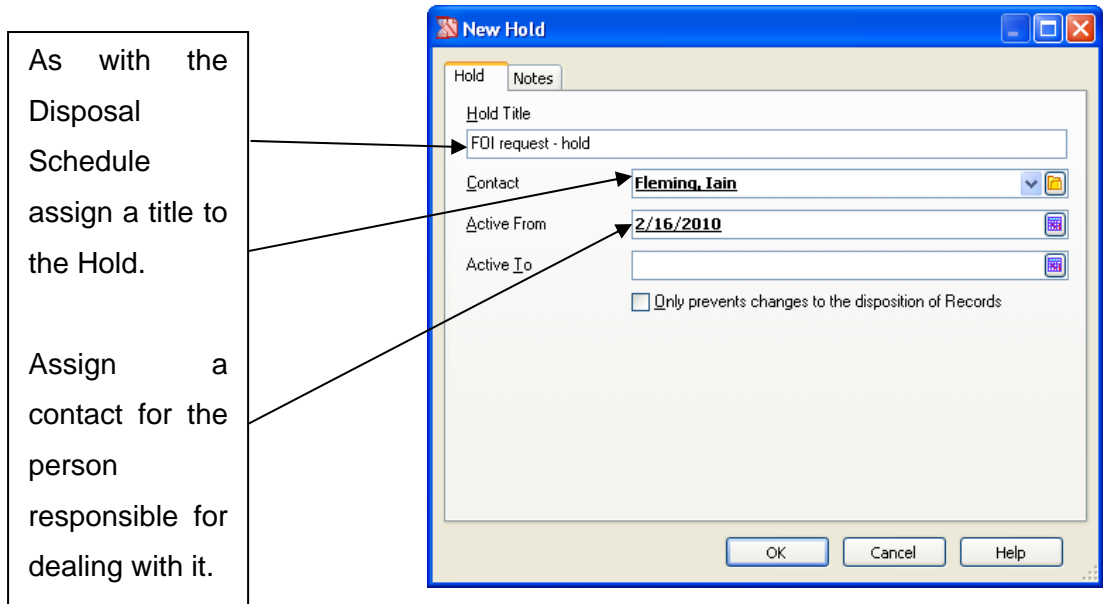


Diagram 2: Titling the Retention Hold

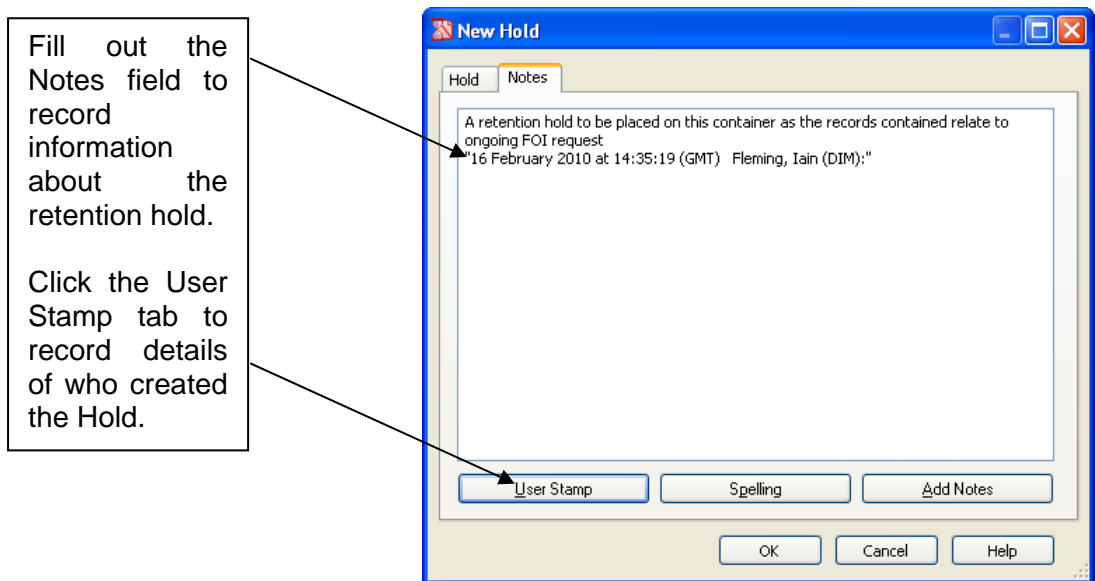


Diagram 3: Adding Notes to the Retention Hold

To place a hold, system administrators should right click upon the container they wish to place the hold upon, go to Administrative Tools and then select Add to Hold, please see Diagram 4 below:

Disposal Scheduling Procedures

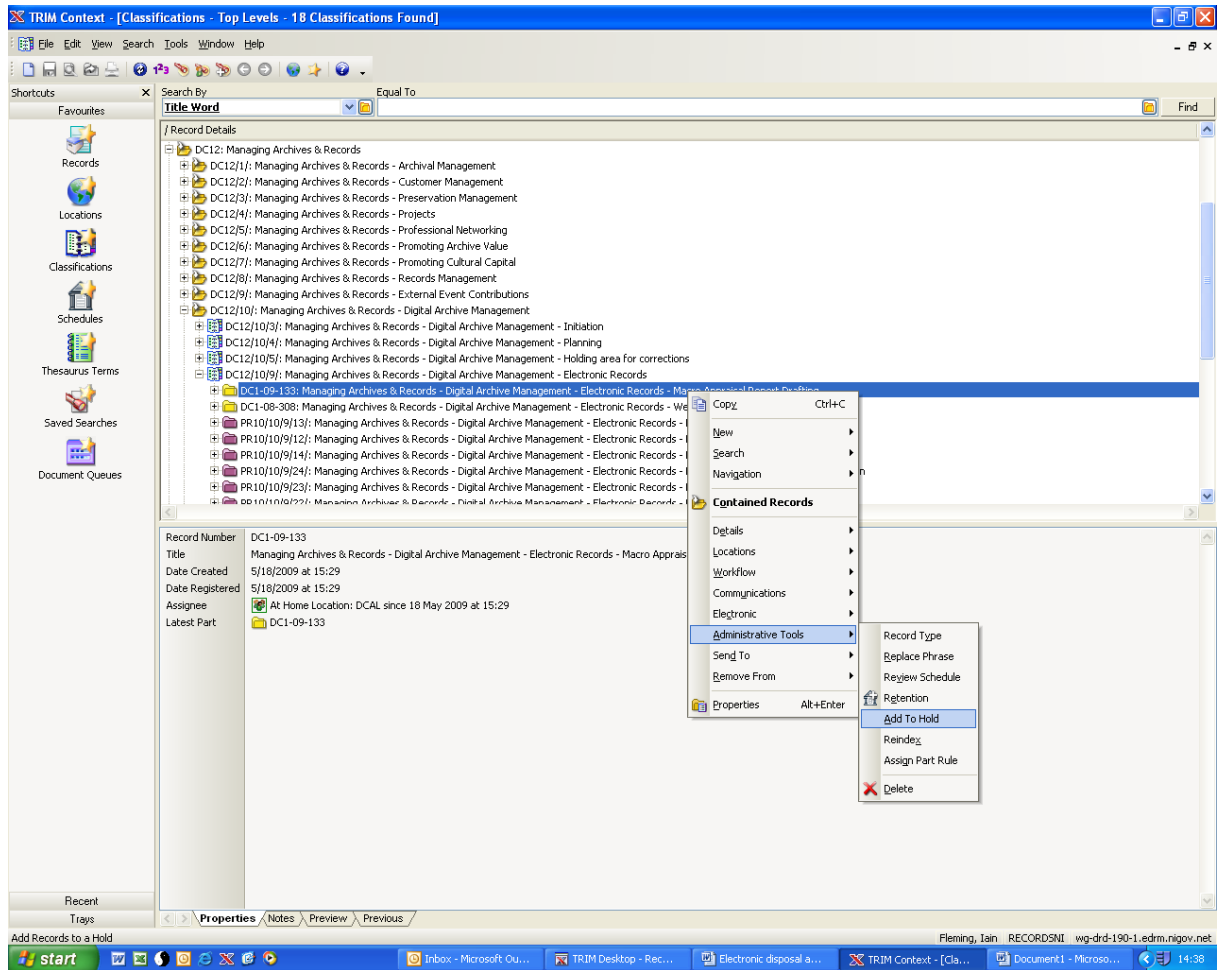


Diagram 4: Adding a hold to a container

Appendix 3: Disposal Schedule List

The following list details the most commonly used retention periods suitable for business and legislative need. The trigger events of 'after closure' and 'after latest part date closed' are for illustrative purposes only. Administrators should consider all available triggers in TRIM when building disposal schedules.

List of Generic Disposal Schedules

PRONI*/01/2010	DESTROY 2 YEARS AFTER CLOSURE
PRONI*/02/2010	DESTROY 2 YEARS AFTER LATEST PART DATE CLOSED
PRONI*/03/2010	DESTROY 3 YEARS AFTER CLOSURE
PRONI*/04/2010	DESTROY 3 YEARS AFTER LATEST PART DATE CLOSED
PRONI*/05/2010	DESTROY 5 YEARS AFTER CLOSURE
PRONI*/06/2010	DESTROY 5 YEARS AFTER LATEST PART DATE CLOSED
PRONI*/07/2010	DESTROY 6 YEARS AFTER CLOSURE
PRONI*/08/2010	DESTROY 6 YEARS AFTER LATEST PART DATE CLOSED
PRONI*/09/2010	DESTROY 7 YEARS AFTER CLOSURE
PRONI*/10/2010	DESTROY 7 YEARS AFTER LATEST PART DATE CLOSED
PRONI*/11/2010	DESTROY 10 YEARS AFTER CLOSURE
PRONI*/12/2010	DESTROY 10 YEARS AFTER LATEST PART DATE CLOSED
PRONI*/13/2010	DESTROY 12 YEARS AFTER CLOSURE
PRONI*/14/2010	DESTROY 12 YEARS AFTER LATEST PART DATE CLOSED
PRONI*/15/2010	DESTROY 13 YEARS AFTER CLOSURE
PRONI*/16/2010	DESTROY 13 YEARS AFTER LATEST PART DATE CLOSED
PRONI*/17/2010	DESTROY 15 YEARS AFTER CLOSURE
PRONI*/18/2010	DESTROY 15 YEARS AFTER LATEST PART DATE CLOSED
PRONI*/19/2010	DESTROY 20 YEARS AFTER CLOSURE
PRONI*/20/2010	DESTROY 20 YEARS AFTER LATEST PART DATE CLOSED
PRONI*/21/2010	DESTROY 40 YEARS AFTER CLOSURE
PRONI*/22/2010	DESTROY 40 YEARS AFTER LATEST PART DATE CLOSED
PRONI*/23/2010	DESTROY 72 YEARS AFTER CLOSURE
PRONI*/24/2010	DESTROY 72 YEARS AFTER LATEST PART DATE CLOSED

PRONI*/25/2010 PERMANENT PRESERVATION**

* Replace with name of the department or organisation responsible for creating the particular schedule.

** Permanent Preservation needs an Occur event, i.e. Permanent Preservation X years after closure etc.

Appendix 4: Disposal Process – TRIM Administration

Roles and Responsibilities

An Exceptions Profile holder for the Department will be required to carry out the following retention and disposal actions on the TRIM EDRM system, as that profile has access permission to view all the records created within a departmental file plan. TRIM Context should also be used to carry out the procedures detailed in this document, as it contains functionality required for this process which TRIM Desktop does not.

The decision to delete records should be made by the Departmental Information Manager, or their appointed delegate, according to the Macro-Appraisal Report findings. A disposal report listing what has been deleted, and on what date, should be kept as a permanent record of actions taken.

Disposal Schedule Trigger Recalculation

If a disposal schedule has been applied to classifications and/or containers, but it is then subsequently updated or altered in any way (e.g. the ‘trigger’ changed), the triggers must be recalculated to ensure search results are accurate.

Triggers are recalculated by right-clicking on the disposal schedule and selecting ‘Recalculate triggers’ from the right-click menu.

Be aware that this is a very time-consuming process and the length of time to recalculate is directly related to the number of records which have the particular disposal schedule applied to them.

It is therefore advisable that Departments ensure that their *disposal schedules are all set up correctly prior to applying them* to any classes or containers of records – thus minimising the need to recalculate triggers.

Apply Disposal Schedules to Book Levels, or containers (where there are exceptions)

To apply one disposal schedule to many classifications:

Tools → Records → Classifications (This will display all TRIM classifications).

To filter the list to show only your department's classes, press F7 and use the 'Search by Classification Term Prefix' filter, then enter specific Departmental prefix, e.g. setting this as 'DF' to return only the DFP classifications.

Then, tag all the classes, book levels etc. that are to have the same schedule applied to them, right click, and use 'set schedule' - 'apply to all tagged rows', choose the schedule to apply and click on 'OK' to apply it.

Identify dormant containers

Containers must be closed before they can be disposed of, therefore, a report should be run to identify containers which haven't had any records added to them within a certain period of time. These containers should then be closed and disposal actions applied to them.

A) Instructions to carry out search for containers which are no longer in use:

Search ->

Find Records ->

Search by 'Dates' – 'Last Action Date'

Set 'Date From' to 01/01/2005 (i.e. a date before TRIM was first used by the Department)

Set 'Date To' to two years prior to the date that the report is search is being run (or X years ago, depending on the Department's requirements)

Using the 'filter' tab, filter for 'Record Type' – '[*DFP] Container' only (by untagging all other record types and only selecting '[*DFP] container' as the record type to search for).

TRIM will return the results in the search screen window.

* replace as required for the Department

The results of this search should then be output to MS Excel to provide a list of the identified containers for the Departmental Information Manager.

B) To output search results to MS Excel:

When the results of the search are returned:

Right-click -> 'Tag all rows'

Right-click -> 'Send to print merge'

Ok to 'all tagged rows',

Choose which metadata fields to output (Record Number and Title at minimum, but this will depend on the needs of the Department)

Choose output format 'Tab Delimited' and save the file

Open the file with MS Excel to ensure that the data is as expected

This Excel spreadsheet then can be sent to the Information Manager/LIMs etc, to confirm that the containers identified can be closed before further action is taken.

Bulk Check-in of Records

Once Information Management colleagues have given the go-ahead for the containers produced in the above report to be closed, the records contained should be checked-in and finalised.

To check-in all contained records in bulk:

Copy and paste the container record numbers (only those to be closed and the records they contain finalised) from the spreadsheet into the Records Work Tray in the 'Trays' area of your shortcut bar in TRIM.

Right Click → 'Tag all rows'

Right-click → select 'Contained Records' → apply to all tagged rows

This will display all the records within the selected containers

Right-click on the column title and choose 'Format Columns'

Add 'Edit Status' to the displayed columns list → OK

Tag all the records which are not checked in

Right click → select 'Check in' → apply to all tagged rows

Bulk Finalising of Records

Press F7 and use the search filter to show only the records 'Not declared as final' → OK.

Tag all the records returned and right click → select 'Electronic' and 'Final'

Apply to all tagged rows and click on OK

This will finalise all the records.

Identifying Hybrid Records – i.e. records with a paper part

Departments which hold hybrid records will need to filter the list produced in the steps above to identify which records include a paper part. The paper parts should be included in the disposal process to ensure that both parts of the record are disposed of at the same time.

Closure of Containers in Bulk

Return to the list of containers that were pasted back into your work tray

Right Click -> 'Tag all rows'

Right click -> Details -> Dates -> all tagged rows -> OK

In the 'Date Closed' field, enter today's date and OK to close all the containers

Run Report – Records selected for permanent preservation

To identify all records which have been selected for permanent preservation:

Search -> Find Records -> Search by 'Pending Event' -> Disposition 'Permanent Archive'.

Set the 'Date from' field to a date earlier than the earliest record in the system (e.g. 01/01/2005), and set the 'Date to' field as date the search is being carried out.

This result set can then be output to Excel as a record of which records are to be transferred to PRONI.

Departments will be supplied with instructions regarding how to transfer records to PRONI when the Digital Repository is in place and ready to ingest records.

Run Report – Records selected for deletion

To identify all records which have been selected for deletion:

Search → Find Records → Search by 'Pending Event' → Disposition 'Destroy'.

Set the 'Date from' to a date earlier than the earliest record in the system (e.g. 01/01/2005), and set the 'Date to' field to date of search.

This results set must be output to Excel as a record of which records have been destroyed and on what date.

Deleting Records

'Right-click' – 'Tag All' the records identified in step 9, above.

'Right click' – 'Administrative Tools' - Delete

Other Records and how they are affected by the Retention and Disposal Process

Disposal Exceptions & Retention Holds

Containers which have an exceptional disposal schedule applied to them (i.e. different to the parent classification schedule), or which have a Retention Hold applied, will not be returned.

Related Records

TRIM will flag relationships on deletion of the records. It is advised that all relationships are broken at this point.

Records 'Alternatively within' another container

If the master is selected to be deleted, the mirror is also deleted.