

# MAV CDIS System Archiving Requirement

## An example of record disposal process:

1. **Sentence Records** - Sentencing is the process of identifying and classifying records according to an RDA.  
*PROS 09/05 – 4.5.1* (Destroy 26 years after initial contact with client)
2. **Apply Retention Triggers** - Recording the appropriate disposal decision and action for the records, and applying the disposal actions.
3. **Generate Report** - of records eligible for disposal and allocate to records officer
4. **Records Manager:**
  - a. **Reviews report** – to ensure the report is accurate and all records are eligible for disposal under a current Disposal Authority.
  - b. **QA Sample Records** – sample of records checked to confirm that they contain are what their title indicates.
  - c. **Requests Authorisation** – Report Actioned to appropriate delegate recommending the disposal of records and requests approval.
5. **Delegate:**
  - a. Reviews and approves, or
  - b. Provides justification why they should be retained for a further period.
6. **Records Manager:**
  - a. **Check Response** - the disposal nominations and confirms no disposal freeze applies.
  - a. **Reviews and Approves** - final disposal report before any disposal actions commence.
7. **Dispose of Records** - Disposal activities are delegated to XXXX.
8. **Documentation of complete process is filed for evidential purposes**

## Notes:

- Retention schedule field to be applied to folder – this includes the due for destruction date.
- All steps must have full audit trail capabilities