**Disposition Processing**

These steps will be used to transfer records from the records center to the archives. Unlike in the past, records that are transferred will *not* be reaccessioned. They will maintain their record center accession number, but will be marked as archives during this process.
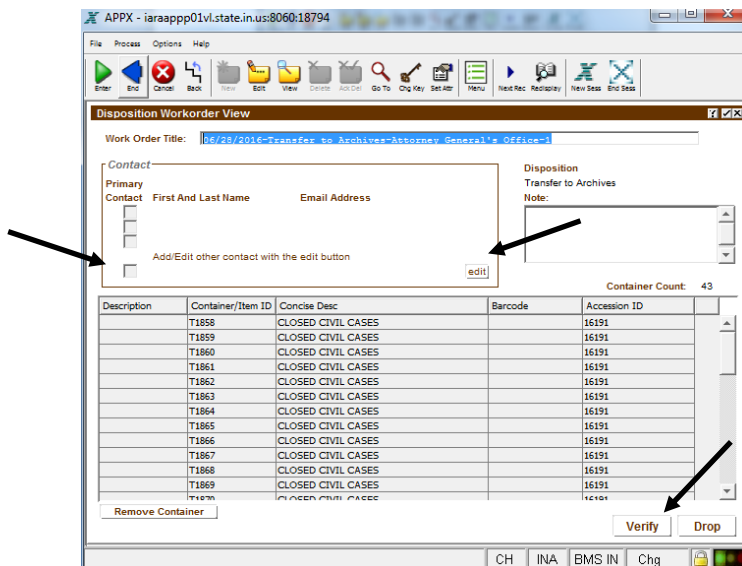
1. From the Main Menu, go to Accessions & Inventory Management -> Disposition Processing

2. Choose Create Disposition Workorders
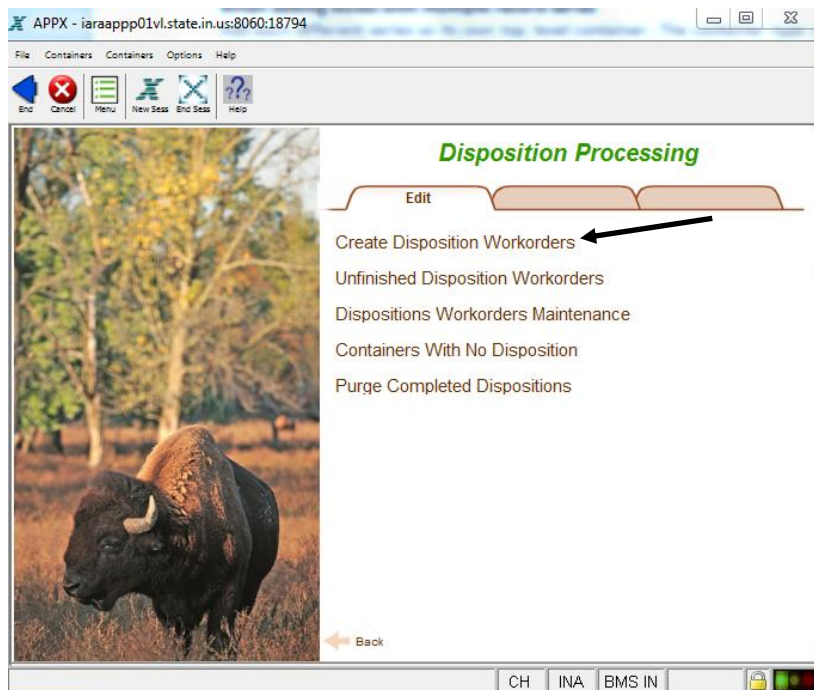
3. Set the Disposition Type to Transfer to Archives. The disposition date will automatically be set to a month from now; you can change it to an earlier date if you would like to narrow down the options that will appear on the next screen.

4. After clicking okay, you will see a screen that is split in two. Select the containers you are transferring to the archives on the left, and move them to the right.
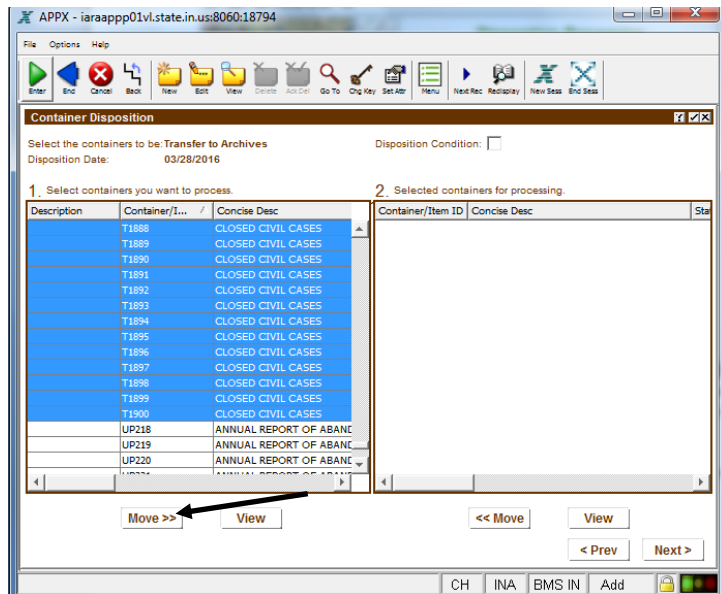
5. Click Next, and then Next again.
6. Click Edit to add a contact, and then check the box next to the contact you just added before clicking Verify.

The next screen will generate an email that will be sent to the contact.

7. Once you hear back from the records coordinator, find your disposition workorder by going to the Main Menu -> Accessions and Inventory Management -> Disposition Processing and then Unfinished Disposition Workorders.
8. Double-click on your workorder, and then choose Response Received or No Response depending on the situation, and then click Next.

Select All, and then click Authorize.

9. Enter the contact's name, and today's date. After you click Authorize again, the containers should move from the top half of the screen to the bottom.

10. Select all again, and choose Pulled. You can print a Pull list from this screen by choosing Print.

11. This will move the boxes to the bottom half of the screen. Click Continue Processing.

12. Select All again, and click Finalize.
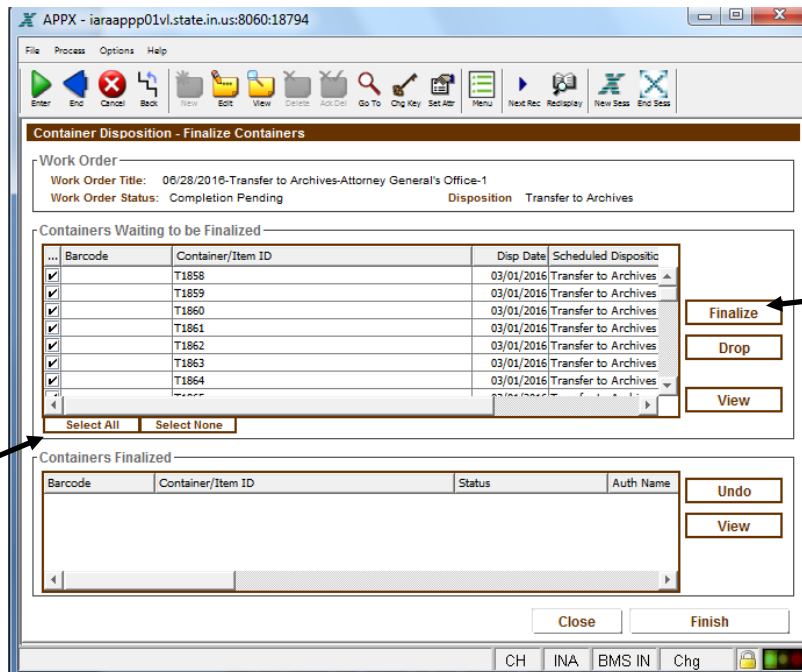
13. Enter the date, and click Finalize again. The boxes should now move to the bottom half of the screen. Click Finish. All of the containers are now marked as Archives.

At this point, you may need to change the location of the boxes. After doing so, print Archives labels. If the boxes need to be processed, sampled, or weeded, please see the processing instructions.