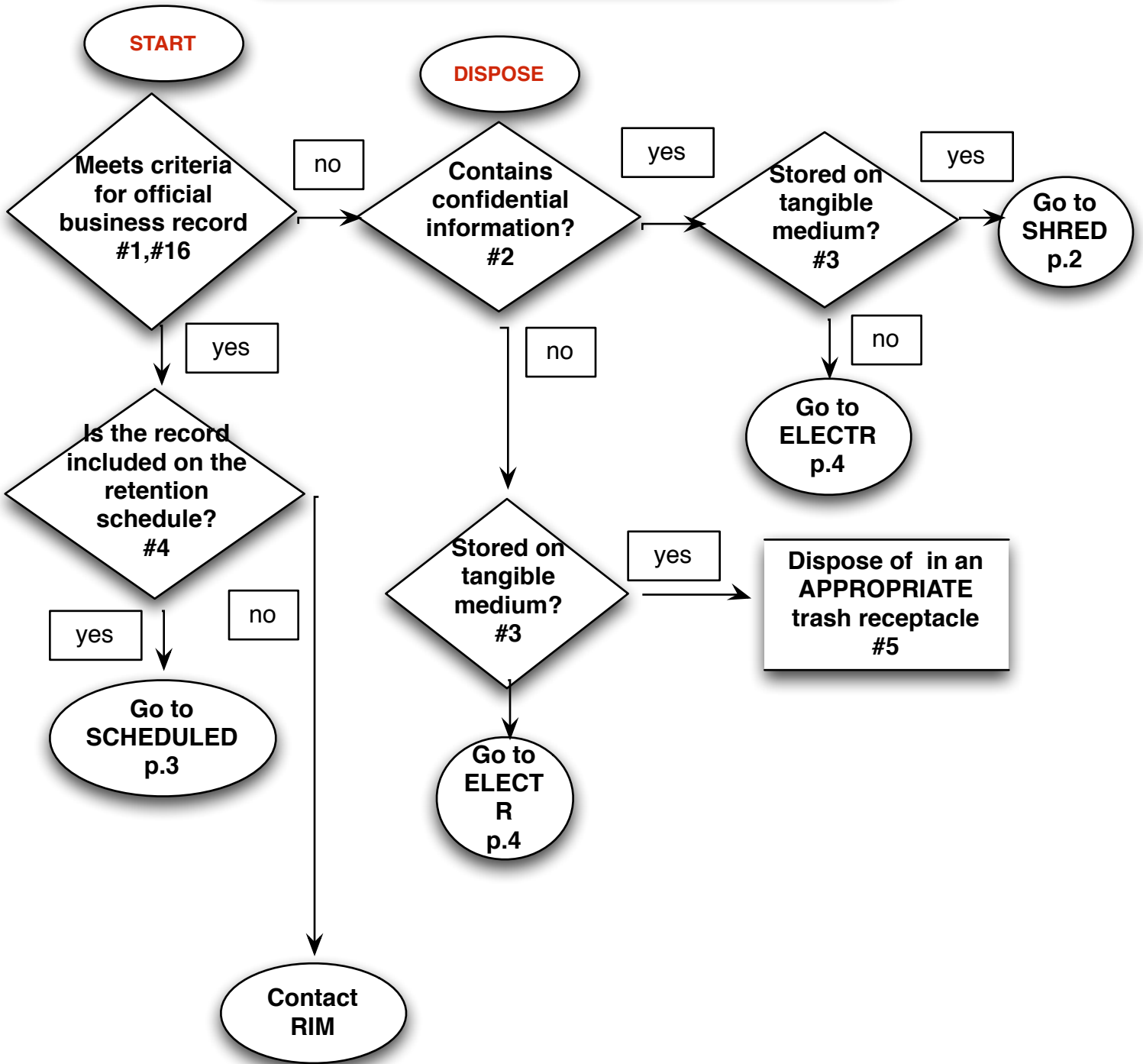
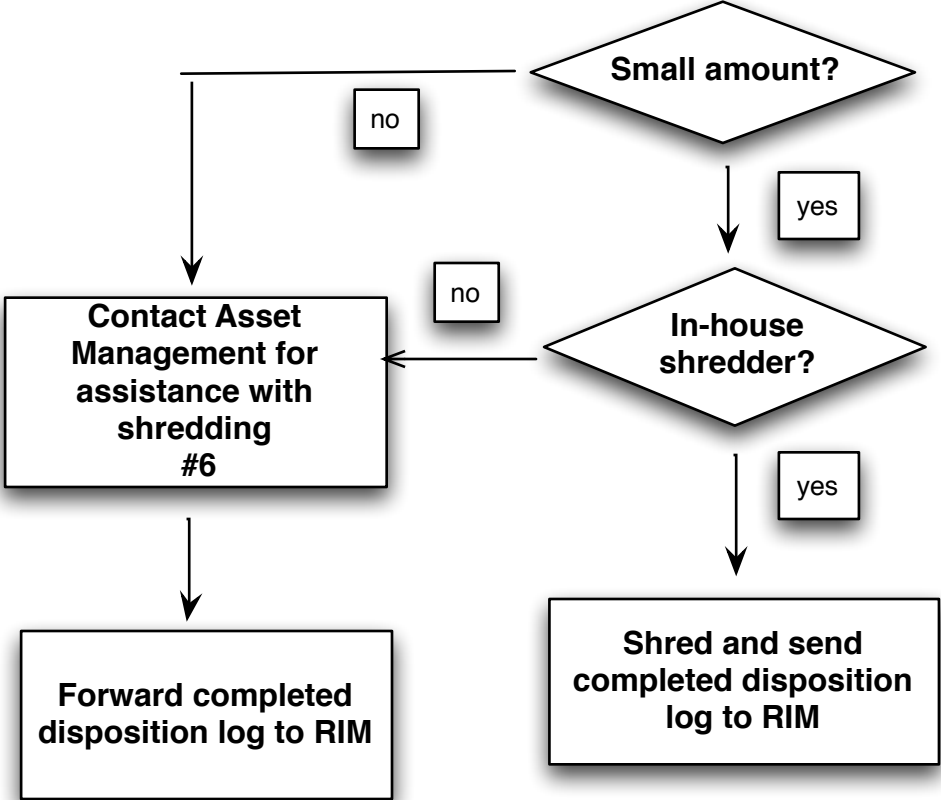
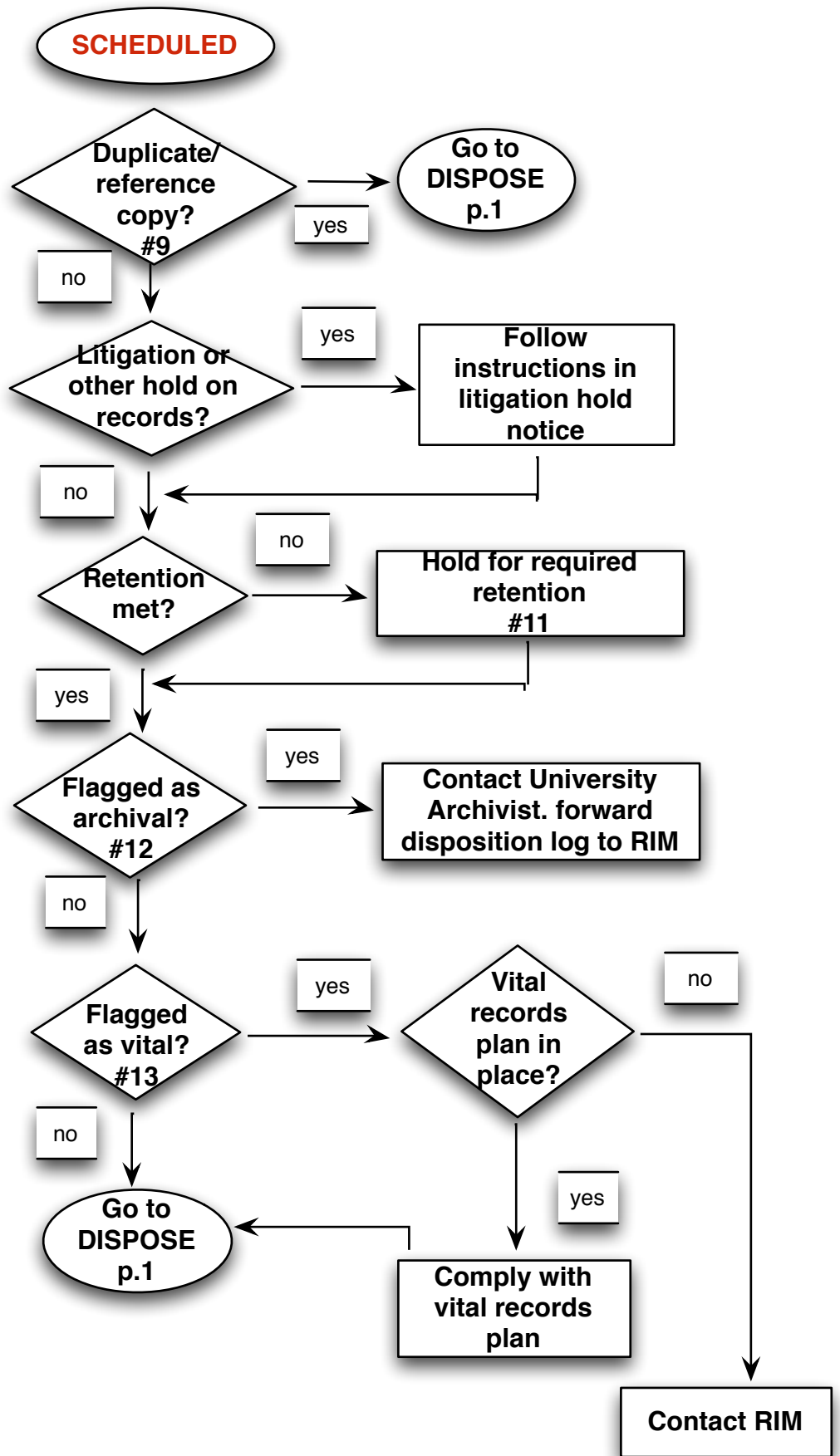


RECORDS DISPOSITION DECISION FLOWCHART



SHRED





ELECTR

Records stored on hard drive



If official records stored, complete disposition log if needed



"Sanitize" before transferring to Asset Management



When hard drive/ computer is discarded, transfer to Asset Management

Records stored on network drive #15



If official records stored, complete disposition log if needed



Delete records/files that have met retention.