SCHEDULED

RECORDS STORED ON HARD DRIVE
- If official records are stored, delete and complete disposition log if needed, and transfer or print records that have not met retention.
- Notify IT to have hard drive processed prior to release of computer.
- Transfer to asset management.

RECORDS STORED EXTERNAL TO UTA
- When records have met retention, direct vendor to delete per contractual agreement.
- Send disposal log to RIM.

RECORDS STORED ON NETWORK DRIVE
- When records have met retention, delete and send disposition log to RIM if needed.