“For the Record” email  
2016 09-14

Subject Line: For the Record: new records disposal forms add up!

Good morning, Unit Records Coordinators,

“For the Record” is a series of monthly communications that highlight a topic of interest and usefulness to your records management responsibilities.

This month, For the Record, we are introducing the revised records disposal forms.

Following on the wonderful suggestion we received to incorporate a sum function, the records disposal forms for URCs and non-URCs have been revised accordingly and are available at https://www.ndsu.edu/recordsmanagement/disposal_resources/#c158700.

After entering your information, you will see yellow zeros on the last row of the “Volume Measurement” columns. Simply place your cursor in front of each zero, select F9, and the total will appear.

Information about NDSU’s records management program is available at www.ndsu.edu/recordsmanagement/.

We welcome and encourage your suggestions for future “For the Record” topics.

Thank you,
CeCe