



# Content Manager (CM) Guide

## How to Create a Disposition Request

Use this form to request approval for, and to document the disposition of, any county records that have met their retention requirements and are **not** already filed in Content Manager or at the Records Center.

### What to use this for:

- Deletion of **non-archival electronic records** and data
- Destruction of **non-archival physical records** (either by yourself, a vendor, or the Records Center)
- Transfer of **potentially archival or archival records (physical formats only)** to King County Archives



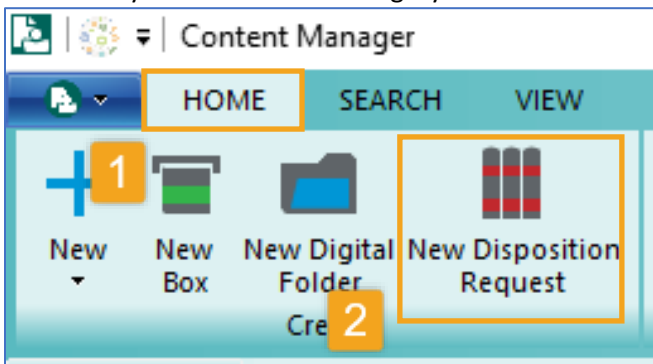
### What not to use this for:

- **Potentially archival or archival records in any electronic format** (instead, file them to CM)
- **Electronic records already in CM or Boxes already at Records Center** (they will go through an annual disposition process from CM)
- **Transitory records** (they can be destroyed without documentation)



\* For disposition of electronic records managed in databases contact [records.management@kingcounty.gov](mailto:records.management@kingcounty.gov).

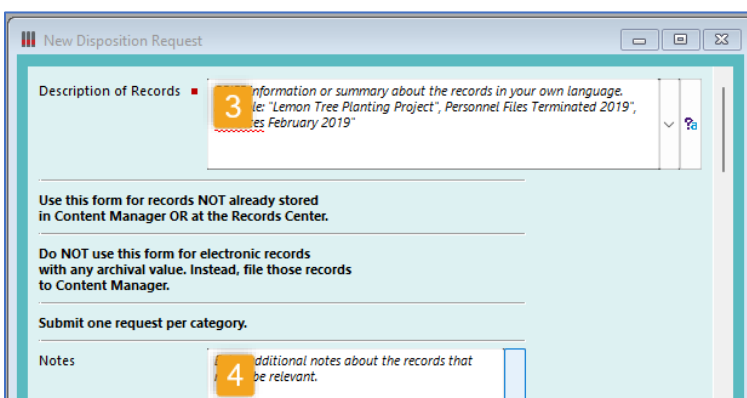
Fill out **one** form **per category**. Do not combine records from multiple categories, but you can combine records onto one form if they are in the same category and the cutoff date is the latest date applicable to the same batch of records.



### Open Content Manager

1. Select **HOME** tab
2. Select **New Disposition Request**
3. Enter a **Description of Records** (This should be a brief description or summary of the records)
4. Enter **Notes** (Optional – enter additional information that does not fit in the Description field above)

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King County Records Management Program  
206-477-6889 – [records.management@kingcounty.gov](mailto:records.management@kingcounty.gov)  
[www.kingcounty.gov/recordsmanagement](http://www.kingcounty.gov/recordsmanagement)



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The screenshot shows a web form for creating a disposition request. It includes the following fields and instructions:

- 5:** A dropdown menu for **Category** with a magnifying glass icon to the right. Instruction: "Use the magnifying button at the right to choose the correct retention category of the records to disposition."
- 6:** A dropdown menu for **Owner (Organization)** with a magnifying glass icon. Instruction: "Select RALS-(ARMMS) Archives, Records Management and Mail Services".
- 7:** A date field for **Cutoff Date** with a calendar icon. Instruction: "Enter the date the records became INACTIVE. Do NOT enter the date the records are eligible for disposition. Instead, enter the date the retention period STARTS."
- 8:** A text field for **Amount** with a magnifying glass icon. Instruction: "Enter the amount/volume of records for disposition. Example: 5 boxes, 15 MB, 4 folders, etc. If requesting pick up, enter the number of boxes (partially filled boxes ok)."
- 9:** A checkbox for **Do you request pickup and destruction by the Records Center?** with a "Yes" option.
- 10:** A dropdown menu for **Review by** with a magnifying glass icon. Instruction: "Enter the name of the Disposition Authority and the date of their review."
- 10:** A date field for **Review Date** with a calendar icon.
- 11:** A button labeled **OK** at the bottom right.

**5.** Select a **Category** using the **magnifying glass lookup button** to display all options or with the **down arrow** to display previously used categories

**6.** Select the **Owner (Organization)** that owns the records (only change if needed)

**7.** Enter the **Cutoff Date** (the date the records became inactive; which is the start of the retention period. Do **NOT** enter the date the records are eligible for disposition – the system does the math for you

**8.** Enter the **Amount** of records (enter the volume, amount, and/or total size of the records. For physical records for pickup, they must be in boxes – partial boxes are ok)

**9.** Under **Do you request pickup and destruction by the Records Center?** Check Yes if so. If not, leave blank.

**10.** Choose the name of the **Disposition Authority** (magnifying glass icon) and enter the **date** they reviewed, if applicable.

**11.** Click **OK**

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### What happens next?

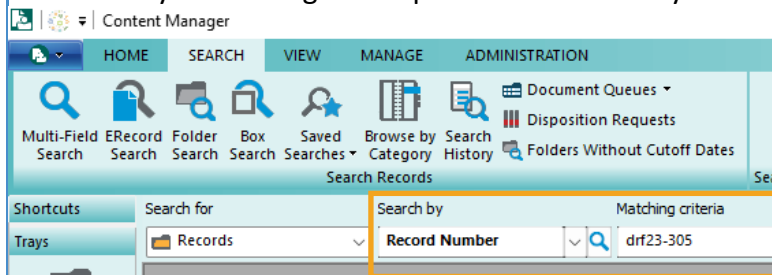
As soon as the request is submitted, a window will open in Content Manager which will show the request that was just submitted. Each request is automatically assigned a Record Number (e.g. DRF23-305) as soon as it is created. Take note of the Record Number; it can be used to track the request over time.

ARMMS staff will review the request and **will follow up with a notification to proceed with destruction of non-archival records or instructions on how to proceed with potentially archival or archival physical records.** For questions, contact [records.management@kingcounty.gov](mailto:records.management@kingcounty.gov) or 206-477-6889.

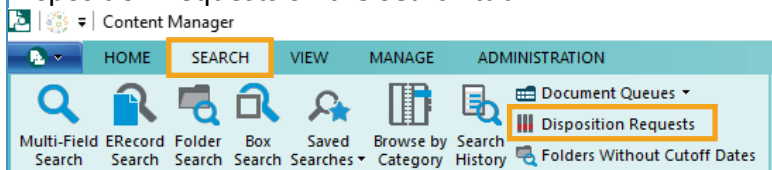
Disposition requests must be finalized within 4 months after submittal. If requests have not been finalized before that time, the request form will be deleted out of the system - but can be resubmitted if needed. Do not submit requests more than 4 months in advance of the disposition eligibility date.

### How do I look up an existing Disposition Request?

The simplest way to locate an existing disposition request, is by searching the **Record Number** you received immediately submitting the request. Below is how you would search for Disposition Request # DRF23-305:



If you don't know the record number, you can browse through all submitted Disposition Requests by selecting Disposition Requests on the Search tab.



### How is the Disposition Authority supposed to review and sign this?

It is recommended to have your [Disposition Authority](#) review disposition requests before submittal. There is **no signature** on the form and their approval is not required, but there is a section to enter their name and the date they reviewed the request. If the Disposition Authority has already reviewed the records, enter their name and the date of their review on the form.



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