Records Destruction Workflow

- Records Center
  - Uploads spreadsheet
  - Completes SP Form
  - Assigns Lead Records Management Coordinator

- Lead Records Management Coordinator
  - Assigns Business Line Manager
  - Is there a secondary Records Management Coordinator?
    - Yes: Assigns Business Line Manager
    - No: Approves or rejects records up for destruction

- Secondary Records Management Coordinator
  - Reviews records up for destruction
  - Approves or rejects records up for destruction

- Business Line Manager
  - Approves or rejects records up for destruction
  - Does it need OGC approval?
    - Yes: Assigns OGC Reviewer (Paralegal)
    - No: Destroys records

- Records and Information Management
  - Approves or rejects records up for destruction

- OGC Reviewer (Paralegal)
  - Assigns OGC Approver (Lawyer)

- OGC Approver (Lawyer)
  - Approves or rejects records up for destruction

- Destroys records

- Uploads to FileNet