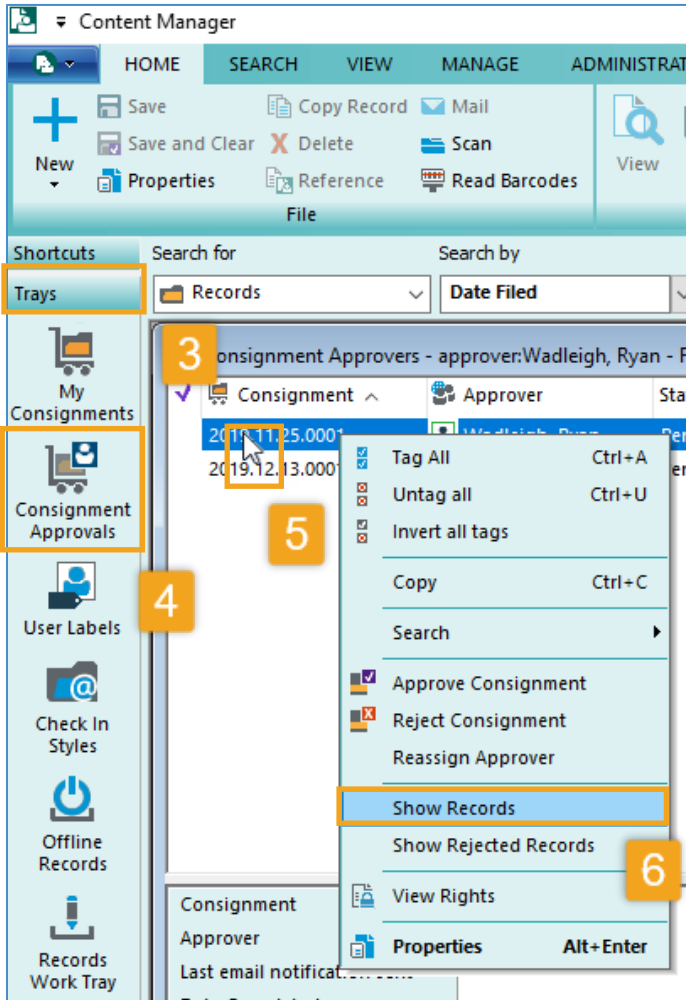


Content Manager Guidance

Review Records for Disposition

This is guidance for how to review and approve records for disposition in Content Manager.



1. receive an email from the Records Center or Records Management letting you know that you have a *Consignment* to review.

2. Open **Content Manager**

3. Click **Trays** in the far left column.

4. Click **Consignment Approvals**.

5. Locate the consignment number from your email message and **right click** on it.

6. Select **Show Records**.

7. **Review your Records.** A new window will open which will display all records that you need to review. All information and metadata about the records is listed in that window.

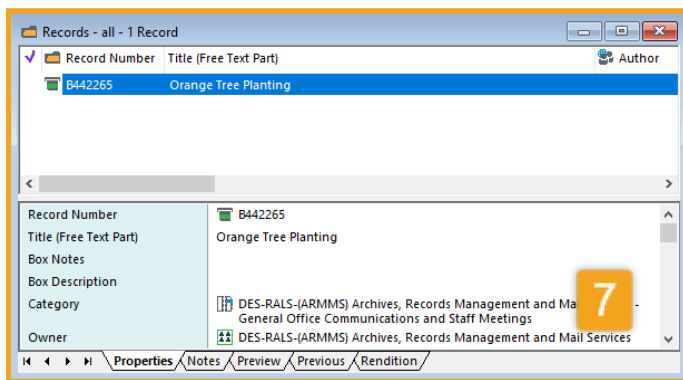
Note! if the records you are reviewing contain child items (either Physical Folders or ERecords), you will **not** be able to view them from Consignments. Contact [Records Management](#) for assistance.



Do you need coworkers to review the records before approving disposition? Refer to the separate [CM Guide Share Records with Others \(Internally\)](#) for that process.

[continued on next page]

Consignment: process in Content Manager to facilitate the disposition (destruction or transfer) of records that have met their legal retention requirements.





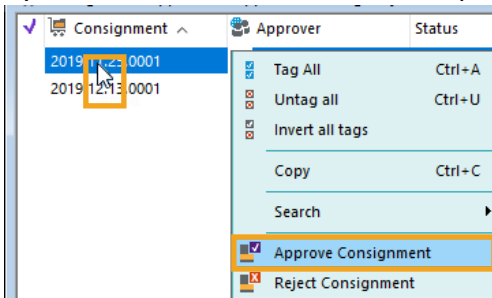
8. You must **take action** on the consignment. You have three options:

A - **approve all**, B - **reject all**, or C - **reject some and approve the rest**.

Note that once you have taken action on the consignment you will **not** be able to go back and review the records again. If you want to retain a separate record of records you are reviewing, follow the instructions in the [Share Records with Others \(Internally\)](#) job aid and save a reference for yourself to review or share later.

A. To **approve all** records in the Consignment:

- right click on the Consignment
- select **Approve Consignment**
- you're done, no further action required



C. To **reject some** records in the Consignment:

Note! It is not currently possible to reject some of the records and approve the rest. This is a bug that is already acknowledged by the vendor and we do not yet have an estimate for when this will be fixed.

In the meantime, please contact the person in the Records Center or Records Management Program who sent you the consignment review request and tell them the record numbers of the records you want to reject. They will offer a workaround process.

B. To **reject all** records in the Consignment:

- right click on the consignment
- select **Reject Consignment**
- add a **reason** for rejecting and click **OK**

