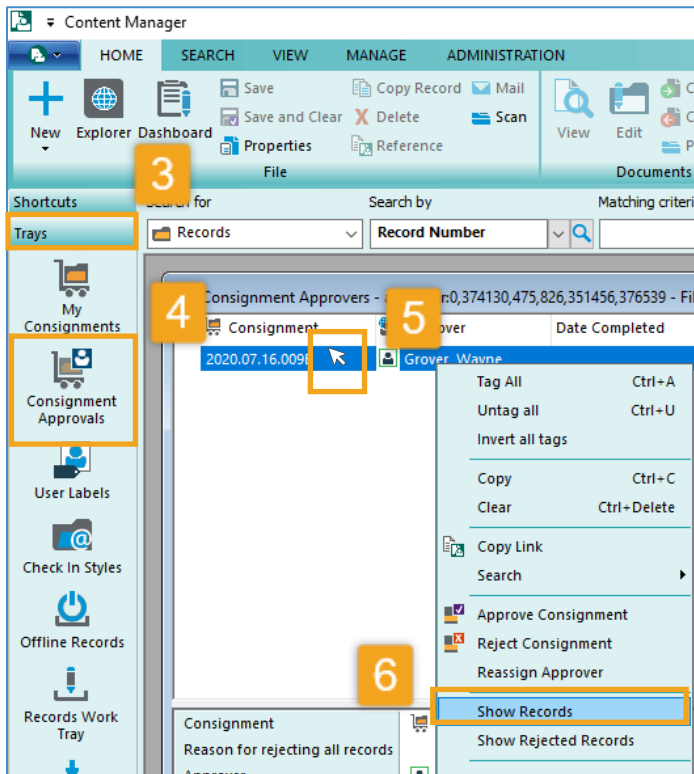




Content Manager (CM) Guide

Review Records for Disposition on a Consignment

This is guidance for how to review records eligible for disposition (on a consignment) in Content Manager.



1. Receive an email from the Records Center or Records Management letting you know that you have a Consignment to review. *Note that you might have multiple consignments to review and act on.*

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.

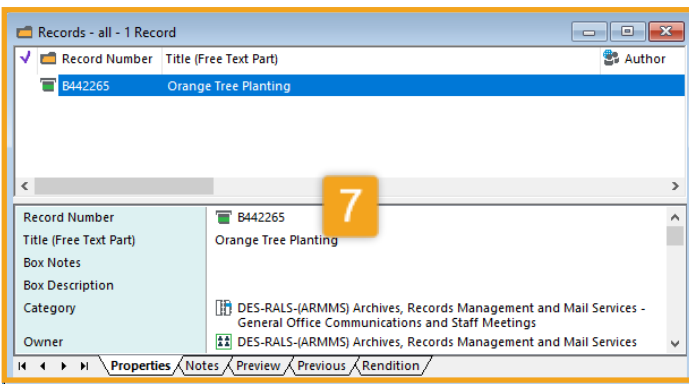
6. Select Show Records (only if you need to review them before taking action)

7. Review your Records. A new window will open which will display all eligible records for 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 this window. 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.



King County Records Management Program
206-477-6889 – records.management@kingcounty.gov
www.kingcounty.gov/recordsmanagement



Content Manager (CM) Guide

Review Records for Disposition on a Consignment

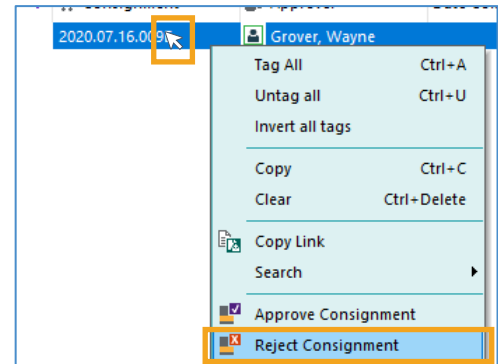
8. The records on the consignment will be scheduled for disposition 45 days after the date you received the email notice described in step 1.

If you do not need to halt disposition of those records during the 45-day period, no action is required.

If, however, you do need to halt disposition of records before the end of the 45-day period, there are several options (see below):

A. **Reject all records:**

- go back to the **Consignment Approvals** (step 4)
- **right click** on the consignment
- select **Reject Consignment**
- add a **reason** for rejecting and click **OK**



B. **Reject some records:**

Email the person in the Records Center or Records Management Program who sent you the disposition email (step 1) and tell them the **record numbers** of the records you want to reject **and the reason** for rejection. If approved, they will remove your rejected records and provide further instruction.

C. **Add records to a legal hold:**

Submit a [Legal Hold Request Form](#) to ensure that the appropriate records are added to it. Afterwards, any record on a hold will no longer be eligible for disposition, even if it is already on a consignment.

D. **Change the category or cutoff date for a record:**

Records are calculated for disposition based on their 1) category and 2) cutoff date. If any of that information is incorrect, it could affect disposition eligibility. **All users can change categories or cutoff dates at any point until the record is dispositioned.** If a record is no longer eligible for disposition, then it will no longer be dispositioned on a consignment.

You can either make those changes yourself, or work with other agency personnel to make those changes. Refer to [guidance for How to edit a digital folder or how to edit a box.](#)



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