



What can our department do to prepare to submit a project request?

- Prepare a list of Goals for the project & answer the following questions.
- What kind of documents/records do we process?
- What is our business process related to our documents?
 - Where do our documents come from?
 - Who uses the documents?
 - How long is the document used for?
- What is the Retention Schedule for our records?
- Are the documents related to Banner?
- Where are the documents stored? How are they filed? (Perform a Records Inventory)
Note: Records must have a retention requirement of > 3 years to qualify for movement to RMR system