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.


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.

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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.

A. To approve all records in the Consignment:
- right click on the Consignment
- select Approve Consignment
- you’re done, no further action required

B. To reject all records in the Consignment:
- right click on the consignment
- select Reject Consignment
- add a reason for rejecting and click OK

C. To reject some records in the Consignment:
- right click on the consignment and select Show Records (see step 6 on page 1)
- right click on record to reject*
- select Reject from Consignment
- add a reason for rejecting and click OK
- return to consignment
- right click on consignment
- select Approve Consignment

* if rejecting multiple records, tag them first using the purple check mark in the far left column.