

SEARCHING FOR A DISPOSITION REQUEST:

This search will provide you with the records of authorized and completed disposition requests only.

Select search disposition request.

- Choose the Organization Type, i.e. State, County, Municipal, Board of Education or All.
- If you select State, choose the desired Agency from the drop down box.
- If you select County, Municipal or Board of Education, choose the appropriate county from the drop-down box. Then, if desired, chose the municipality or board of education from the Municipality/BOE drop down box.
- You may limit your search to a specific date range by using the Submitted Date, Request Date, or Authorized Date fields.
 - Submitted Date is the date range in which the agency submitted destruction requests to the State for review.
 - Request Date is the date range in which the agency initiated requests internally.
 - Authorized/Rejected is the date range in which the State authorized destruction requests.
- You may limit your search to requests involving a specific medium-such as paper, microfilm, digital image, etc., by selecting from the Medium drop down box.
- You may also limit your search to a specific retention schedule by selecting from the Retention Schedule Number drop down box.
- Finally, you may limit your search to a specific request by entering the Request ID.