

THE MANAGEMENT OF NON-CURRENT RECORDS

When semi-current records are no longer needed for current business, they become non-current. At this point, the records are ready for final disposal or, as it is also called, disposition. Disposal is the process through which records appraisal decisions are put into effect. Appraisal and disposal need not take place immediately in conjunction with one another; in fact, they are usually separated by a prescribed period of retention. Through proper management of non-current records, that is, their disposal at the appointed time, we ensure the retention of only records of enduring value and secure destruction of all other records.

In many public service organisations, non-current records are neither identified nor managed. Often, like semi-current records, they are left to accumulate in registries or office filing cabinets until space constraints force either an expansion of space or destruction of the records. To prevent the build up of non-current records in offices or loss of valuable information due to *ad hoc* destruction of records, non-current records should be disposed of in accordance with approved records retention schedules by either destruction or transfer to Archives.

In public service organisations where non-current records have been left to accumulate in registries and offices, steps will have to be taken to identify records that are non-current and, if no records retention schedules exist, to develop them in advance of and in preparation for final disposal. A records inventorying or survey exercise is a tool often used to gather information about an organisation's records as the basis of appraising records to develop records retention schedules and of identifying those that are non-current and ready for final disposal.