Standard Operating Procedure

When to Inventory L2s by Sampling

This procedure discusses which L2s do not need to be fully inventoried according to RM's standard folder-level practice. This is based on the "More Product, Less Processing" (MPLP) model (see Note 1).

Procedure

This procedure shall be used **ONLY** when, in the processing of L2 boxes (see Note 2), you come across a box that meets **ALL** of the criteria listed below.

a. All materials have exceeded their retention period;
b. There are no known pending litigation holds;
c. All materials are supporting or secondary documents (see Note 3);
d. All materials are dated **before** 1 January 2000; and
e. More than 50 folders in it.

A box of destruction-eligible records meeting these criteria does not need to be fully inventoried folder-by-folder. Instead, you will only inventory 10 folders as a representative sample of what is in the box. A note will be added to the box-level record stating "The folders in this box were not fully inventoried. A sample of 10 folders was inventoried."

Notes

Note 1: c.f. Greene & Meissner's "More Product, Less Processing".

Note 2: L2 boxes are defined as "old boxes—not new submissions—with a legacy, box-level description."

Note 3: In this SOP, we identify supporting or secondary documents. For our purposes, primary documents are considered leases or contracts. Supporting or secondary records are those items required before the signing of a lease or contract and those possibly required after the closing to ensure compliance with the signed agreements, such as financial statements, certificates to proceed; employment surveys, etc.