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.

- All materials have exceeded their retention period;
- There are no known pending litigation holds;
- All materials are supporting or secondary documents (see Note 3);
- All materials are dated before 1 January 2000; and
- 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.