

## Learning Resources for Information Destruction

**Table 1: Function-Based Learning**

Learning resources (courses and guides)	Destruction Coordinator	Preparer	Approver	Product Owner	Data Custodian
<a href="#">Appropriate Recordkeeping System (PDF)</a>	✓	✓		✓	
<a href="#">Critical Information (PDF)</a>	✓	✓	✓		✓
Documenting Government Decisions: <a href="#">CRO Directive &amp; Guidelines</a>	✓	✓	✓	✓	✓
<a href="#">IM 117 Information Management (ITEM-652)</a> PSA Learning System	✓	✓	✓	✓	✓
<a href="#">IM 112: Records Management Foundations (ITEM-1100)</a>	✓	✓			
<a href="#">Records Disposal module</a> within the <a href="#">Records Management: Administrative Practices (ITEM-1161)</a>	✓	✓			
Recorded Information Management (RIM) Manual, <a href="#">Section 3.2</a>	✓	✓	✓		
<a href="#">Relevant Information Schedules</a>		✓	✓		

★ Preparer: See next page for additional resources to help with disposition of specific records formats.

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**Table 2: Format/Location-Specific Destruction Resources**

Record Format / Location	Resources: Courses /Guides / Forms
Central Filing Physical Records	<ul style="list-style-type: none"> <li>• <a href="#">Asset Disposal Process</a></li> <li>• <a href="#">File List Form (ARS661)</a></li> <li>• <a href="#">Records Management: Administrative Practices (ITEM-1161)</a></li> </ul>
Physical and Digital Records EDRMS	<ul style="list-style-type: none"> <li>• <a href="#">EDRMS Content Manager Onsite Disposition Manual</a></li> <li>• <a href="#">EDRMS Content Manager Information Worker Course (ITEM-1020)</a></li> <li>• <a href="#">EDRMS Content Manager Disposition Processes Course (ITEM-1288)</a></li> </ul>
Digital Records MS Teams Network Drives SharePoint	<ul style="list-style-type: none"> <li>• <a href="#">Collaboration Tools Guide (PDF)</a></li> <li>• <a href="#">Digital Recordkeeping: Developing Organizational Excellence (ITEM-1395)</a></li> </ul>