

Submitted by:

Agency/Department Name	Click here to enter text.
Senior Level Executive (SLE) Name:	Click here to enter text.
Senior Level Executive (SLE) Title:	Click here to enter text.
Date of Submission:	Click here to enter text.

Certification (to be completed by DORIS)

<p>This Converted Records Risk Assessment Checklist has been received and reviewed by the Department of Records and Information Services.</p> <p><input type="checkbox"/>The agency may proceed with disposing of the source hardcopy.</p> <p><input type="checkbox"/>The agency may not proceed with the disposal of the source hard copy and must schedule a meeting with DORIS to discuss remediation.</p>	<p>Reviewed by:</p> <p>Name: Click here to enter text.</p> <p>Title: Click here to enter text.</p> <p>Date: Click here to enter text.</p>
<p>Municipal Archives:</p> <p>The records have been reviewed and the following have been determined to have archival value in the original format and must be transferred to the Municipal Archives:</p> <p>Click here to enter text.</p>	<p>Reviewed by:</p> <p>Name: Click here to enter text.</p> <p>Title: Click here to enter text.</p> <p>Date: Click here to enter text.</p>