



Records Life Cycle

Records lifecycle refers to the stages that each record must go through and be managed during its lifespan. The lifecycle of records consists of three major stages: creation or receipt, distribution and use, and disposition. Different policies and procedures exist at each phase.

Creation and/or Receipt

The first stage in the records lifecycle is creation. It refers to the reproduction or production of recorded or documented data. This stage begins with the creation or receipt of a record. For example, you may write a financial report (creation) or receive a memo by email (receipt).



Distribution & Use

Stage two of the records lifecycle is called "Distribution & Use". After a record is created or received, it passes through a distribution and usage phase. The distribution in the life cycle of a record includes both internal and external distribution and the impact on the entire or a portion of a business.

Disposition

The last phase of the records life cycle is the disposition and involves records retention periods being destroyed. When inactive records expire, the records life cycle comes to an end.

