

# Re-sentencing an Item

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There are 2 ways in which an item can be reclassified, either by resentering or by editing the item properties in place provided it is still active (i.e. not finalised). If an item is inactive (finalised), it has to be restored before any editing can take place.

## Resentence an Active Item

In order to perform this step, a managed metadata field for classifications must have been added to this library or list.

**Refer to the following article to learn how to create a managed metadata field for classifications**

- [Manual Classifications](#)

From the **Active Site**:

1. Locate the item you wish to resentence
2. In the item drop down, select **edit properties**
3. In the Classification field (Managed metadata field allocated to classifications), **remove the current term** and **select the new term** required
4. Click **Save** to complete this action

Note: By doing so, you are essentially redefining the outcome (retention schedule as per the classification) for this item. If the RecordPoint Submission Workflow has been set for this library, you must ensure that the Start Option 'Changing an item will start this workflow' is selected. This will ensure that the item will be re-submitted to RecordPoint with the new resentence properties applied. If a manual submission preferred, the item will have to be manually submitted to RecordPoint to ensure the new properties are applied.

## Resentence an item from RecordPoint

### Reclassify selected items

From **RecordPoint**:

1. Perform a **Search or browse** then **select the item you** wish to resentence
2. From the RecordPoint ribbon, under the **Disposal Actions Group**
3. Select **Resentence Item**
4. A Resentence pop up will appear
5. Under resentence method, select **Reclassify selected items**
6. Under the Classification Term, **select the new classification term** required - A pop up will appear, select the term required by highlighting the term and click **Select**. Then Click **OK** to confirm
7. In the Resentence pop up box, click **Resentence**
8. Once processing is complete click **Close** to complete this action

### Resentence to specific date

Item(s) needs to be finalised to perform this operation and the date you are resentering an item to must be AFTER the originally calculated date.

From **RecordPoint**:

1. Perform a **Search or browse** then **select the item you** wish to resentence
2. From the RecordPoint ribbon, under the **Disposal Actions Group**
3. Select **Resentence Item**
4. A Resentence pop up will appear
5. Under resentence method, select **Resentence to specific date**
6. Under **Resentence Date**, select required resentence date (Note: this must be a date in the future)
7. In the Resentence pop up box, click **Resentence**

8. Once processing is complete click **Close** to complete this action