

Records Disposition Log

This form is designed to accompany the official Texas State University Records Retention Schedule (RRS), as certified in July 2013 and as posted on the Records Management Web page: <http://www.library.txstate.edu/about/departments/records/records-management.html>.

CAUTION: A state record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of a retention period for the record set by the Texas State Library and Archives Commission or in the approved records retention schedule of the agency until the completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later.

① Printed Name: **Theodosia Smith** Title: **Admin Assistant III**
Must be the name of an employee authorized to maintain and dispose of departmental records (cannot be a student worker).

Phone: **5-5555** Department/Office: **Important Office for Things** Location: **Impressive Bldg Room 4**

- **Step 1:** Provide the name and title of person responsible for maintaining these records, as well as the office and building location.
- **Step 2:** For each record series you wish to dispose, complete columns 1-7 below. Use the retention period (Column 3) to determine your end date (Column 5).

②

1. Record Series Number <i>From the RRS.</i>	2. Record Series Title <i>Enter the title exactly as it appears in the RRS. Add additional information as needed to clarify. For records with AC (event) retention, start and end dates are based on the event date (end of semester, last date of attendance, etc). For records with a FE (fiscal year end) date, keep the entire fiscal year together as one unit and use FE dates (8/31/yyyy).</i>	3. Retention Period <i>From the RRS. If AC or FE based, use those dates in columns 4 & 5.</i>	4. Start Date <i>Oldest record to dispose. Need year plus month, semester, or FY as indicated in column 3.</i>	5. End Date <i>Most recent record to dispose. Need year plus month, semester, or FY as indicated in column 3.</i>	6. Amount of Records <i>Measure paper records in inches. Report disposition of e-records however system allows.</i>	7. Disposition Method <i>SH=Shred TR=Placed in trash RC=Placed in recycle bin UA=Transfer to Univ Archives</i>	8. Disposition Date <i>The date(s) the records were actually disposed.</i>
PER550	Personnel Files - Departmental Copies	AC+5	8/1999	4/2011	12.5 inches	SH	
FIN120	Billing Detail / Department Account Records	FE+3	FY2012	FY2012	8 inches	SH	
SAD200	Examinations, Tests, Term Papers, and Homework Records	AC+2	Fall 2013	Spring 2014	9 inches	SH	
FCL210	Building Space Requests	1	1/2014	5/2015	21MB inches		
					inches		

- ③
- **Step 3: STOP.** Forward this Word document as an attachment via e-mail to KT17 for approval prior to any disposition activity. *Please attach the original document in Word format; if you attach a scanned document, no corrections can be made on your behalf.*

The Records Manager's signature in this box means the information listed above was checked for compliance with our certified records retention schedule and the requestor may dispose of the records as listed on this form. University Records Manager Date

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- **Step 4:** When approval is received and disposition is finished, complete column 8. Print, then sign and date the form below.

With my signature below, I verify that records listed above were disposed by the method indicated above in accordance with the Texas State University Records Retention Schedule.

Signature of person who verified records are disposed:	Date:
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- **Step 5:** Send the original signed document via campus mail to Kris Toma, Alkek Library. This step is required for compliance with State recordkeeping laws.