

Department: _____

Records Series Title	Retention Period	Record Dates	Disposition	Authorized Signature	Records Volume	Disposition Date

MODIFICATION TO THIS FORM IS STRICTLY PROHIBITED.

If records are disposed of in the department or forwarded to UT Arlington's Special Collections, then the departmental records management contact completes the form and forwards a copy to the RMA.

If records are shredded in Receiving, Distribution Services, then the department records management contact completes all but the disposition date and forwards the log to Distribution Services. Distribution Services enters the date of disposal, initials and returns this form to department, and the department forwards a copy to the RMA.

More detailed instructions for completing this form can be found at <https://www.uta.edu/policy/procedure/13-5>.

The Records Disposition Log provides documentation that university records were disposed of in compliance with all applicable state laws and university policies and procedures.

Information in your department's records retention schedule will be needed to complete the form.

Record Series Title: The name or title of the records that will be disposed of

Enter the records series title from the records retention schedule. If the records are not in the records retention schedule, please contact the RMA.

Retention Period: The length of time the records are maintained

Enter the retention information from the "Total" column under "Retention Period".

Record Dates: The range of dates in the records, from earliest to the latest

Enter the earliest and latest dates covered by the records.

Disposition: The action chosen for disposition of the records

Enter one of the following codes.

(NOTE: ALL RECORDS CONTAINING CONFIDENTIAL INFORMATION MUST BE SHREDDED)

- A** Contact Library Special Collections ("Archival" column contains "I" or "O")
- E** Erase magnetic medium and reuse. (Information stored is all public)
- R** Recycle
- SD** Shred in department ("Security " column contains a "C")
- SAM** Shred in Asset Management
- T** Toss: deposit in trash for pick-up

Signature Authorizing Disposition: Signature of the departmental records management contact or the department head

Departmental records management contacts are authorized to approve the destruction of university records. A department head may sign for the contact if necessary.

Volume: The physical amount of records disposed of, estimated in cubic feet

Enter the amount of records that are disposed of

Disposition Date: The date the records were disposed of by the department

If the records are disposed of by the department, then the departmental records management contact enters the disposition date. If the records are shredded in Distribution Services, then Distribution Services enters the disposition date, initials the form, and returns it to the department.

A copy of the completed form is forwarded to the RMA, box 19136, or email to aim@uta.edu.