



## Records Disposition Log Instructions

The Records Disposition Log (Log) provides documentation that University records were disposed of in compliance with all applicable state laws and University policies and procedures. Information found in your department's records retention schedule is needed to complete the Log. **A copy of the completed Records Disposition Log is kept in each department's permanent records.**

**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 Records Management Coordinator, who will complete UTA Form DF-GA-LA-F-09 *Request for Authority to Dispose of Unscheduled University Records*.

**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:
  - A** – Contact Library Special Collections ("Archival" column contains "I" or "O")
  - E** – Erase magnetic medium and reuse (Information stored is all public information)
  - R** – Recycle
  - SD** – Shred in department ("Security" column contains "C")
  - SDS** – Shred in Distribution Services
  - T** – Toss (Deposit in trash for pick-up)

**Signature Authorizing Disposition:** Signature of the department's Records Management Coordinator or the department head.

- Records Management Coordinator's 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, the Records Management Coordinator 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.



Office of Legal Affairs  
**Records Disposition Log**

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Department: \_\_\_\_\_

Department Records Management Coordinator: \_\_\_\_\_

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