



Request for Authority to Dispose of Unscheduled University Records

University records that are not currently listed in the UTA records retention schedule cannot be destroyed until a request has been approved. Complete this form and forward to the Records Management Officer, who will process the request.

Under provisions of Texas Government Code § 441.035(e) Act of the 72nd Legislature, I hereby request permission to dispose of the following unscheduled records which have no further legal, fiscal, administrative, or historical value.

Department: _____ Contact: _____ Date: _____

Check #1 if the records have been microfilmed. Check #2 if the records are no longer needed.

1. Microphotographic reproduction of the records, complying with the minimum standards established by the American Institute (ANSI), have been made and certified as original records for all legal purposes. The type and quality of the reproduction will fulfill the retention requirements of the original records.

2. The records have fulfilled their retention requirements.

Records Title: _____

Location: _____

Volume (Physical): _____ Cubic Feet _____ Linear File Inches _____

This section to be completed by the Records Management Officer.

RMD102 sent to State Library and Archives: _____

Response Received: _____

Department Notified: _____