## **Records Disposition Log**

This form is designed to accompany the University's official Records Retention Schedule (RRS) which is certified through December 2023.

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: Edna Partridge  Must be the name of an employee authorized to maintain and dispose of departmental records (cannot be a student worker)					Job Title: Thinker of Things II		
		Phone: 5-1234 Department/Office Name: Dept of Im							
	<ul> <li>Step 1: Provide the name and title of person responsible for maintaini</li> <li>Step 2: For each record series you wish to dispose, complete columns</li> </ul>				ing these r ds. 2 yse ares.  s 1-7 belov  4. Start  Oldest re oldest eve  Oldest eve		d building location.  nn 3) to determine your end date (Column 5).		
2	1. Record Series Number From the RRS.	2. Record Series Title  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).	3. Retention Period From the RRS. If AC or FE based, use those dates in columns 4 & 5.	4. Start Oldest r. oldest eve Year plus semester, indicated ir		RESO, use dates at ton date and over a sention begins a date and over a sention o	6. Amount of Records  Measure paper records in inches. Report disposition of e-records in wever system allows.	7. Disposition Method SH=Shred DEL=Delete digital record BDMS=Delete from BDI RC=Place in recycle UA=Transfer to U  8. Disposition Date The date(s) the records were actually disposed	
	PER550	Personnel Files - Departmental Copies	AC+5	January 2015		September 2016	4 inches		out multiple FY on the sai
	FIN120	Billing Detail / Department Account Records	FY+3	FY2	018	1 1 2 0 1 0 1 1 3 11 1 1 1 1 1 1 1 1 1 1 1 1			
	SAD200	Student Coursework	AC+2	Sprii	ng 2019	Fall 2019	37 inches	I SH	FY, that year is both the sand the end date.
					1		inches inches	and the end date.	
• Step 3: STOP. Forward this Word document as a please attach the original document in Word  The Records Manager's signature in this box means the with our certified records retention schedule and the with our certified records retention schedule and the with our certified records received, disposition and the stated above. Print this form, complete column 8, then sign and date the form below.									
		The Records Manager's signature in this box means the with our certified records retention schedule and the contract of the records				eked for compliance as listed on this form.  University Records Manager  Date			
4	Step 4: When approval is received, dispositive stated above. Print this form, complete column 8, then sign and date the form below.								
"With my signature in this box, affy that records listed above were disposed by the method indicated on this form in accordance with Texas State University's Records Retention Schedule."									
	Signature of employee verifying records are disposed:  Date:								

• Step 5: Send the original signed document via campus mail to: Records Retention, Alkek Library 580. This step is required for compliance with State recordkeeping laws. Note: you can fold this page in half, use one staple to keep it folded, and write the address on one blank side – campus mail will deliver it!

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