Refer to the detailed [Disposition Instructions](https://www.univarchives.txst.edu/records/disp-instructions.html) to complete this form according to State requirements.

**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 the retention period. If you have been notified of a records hold, do not dispose of those records until you receive notice that the hold is lifted.

**➀**

|  |  |  |
| --- | --- | --- |
| **Printed Name**:  *Must be the name of an employee authorized to maintain and dispose of departmental records (cannot be a student worker).* | | **Job Title**: |
| **Phone**: | **Department/Office**: | **Building/Room**: |

* **Step 1**: Identify the Records Administrator and provide information about the office that holds these records. See [UPPS 01.04.32](https://policies.txst.edu/university-policies/01-04-32.html).
* **Step 2**: For each record series you wish to dispose, complete columns 1-7 below. Use the Retention Period to determine your End Date.

**➁**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Record Series Number**  *From the RRS.* | **2. Record Series Title**  *Enter the title exactly as it appears in the RRS.*  Account for all copies of the record when preparing for disposition - paper and electronic. Only one line is required for each record series; there is no need to separate years or provide detailed inventories. | **3. Retention Period**  *From the RRS.* | **4. Start Date**  *Oldest record / event date eligible for disposition.*     * *FY + year* * *Semester + year* * *Month + year* | **5. End Date**  *Latest record / event date eligible for disposition.*   * *FY + year* * *Semester + year* * *Month + year* | **6. Amount of Records**  *Measure paper records in inches. Report e-records however system allows.* | **7. Disposition Method**  *SH=Shred*  *DEL=Delete digital record*  *RC=Place in recycle bin* | **8. Disposition Date**  *The date(s) the records were actually disposed.* |
|  |  |  |  |  | inches |  |  |
|  |  |  |  |  | inches |  |  |
|  |  |  |  |  | inches |  |  |
|  |  |  |  |  | inches |  |  |
|  |  |  |  |  | inches |  |  |

**➂**

* **Step 3**: **STOP**. **Forward this Word document as an attachment via e-mail** to [RecordsRetention@txstate.edu](mailto:RecordsRetention@txstate.edu?subject=RDL%20Attached%20for%20review%20&%20approval) for approval prior to disposition activity.

|  |  |  |
| --- | --- | --- |
| 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 |

**➃**

* **Step 4:** When approval is received, dispose of records as stated above. Complete column 8, then sign and date the form below.

|  |  |
| --- | --- |
| “With my signature in this box, I verify 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:** |

**➄**

* **Step 5:** Send a hard copy of the signed document via campus mail to: **Records Retention, Alkek Library.** This step is required for compliance with State recordkeeping laws. And yes, paper is preferred for this final step – there are several reasons that it works best for completing the process.

***Note: Simply 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!***