



## Records Disposition Log Instructions

Texas Government Code §441.180(11) defines a State Record as “any written, photographic, machine-readable, or other recorded information created or received by or on behalf of a state agency...that documents activities in the conduct of state business or use of public resources.”

Texas Administrative Code Title 13, Part 1, Chapter 6, 6.8 (b)(3) requires “the final disposition of records is documented by the state agency.”

To conform to these requirements, a log must be completed to document the disposition of any state records with the exception given to those within Record Series 1.1.057, Transitory Information.

The disposition log must be completed by the department with the information shown below and must be signed by their Department Head before being sent to the University Archivist, as Records Manager, for final approvals.

1. Enter Record Series Number located on the Records Retention Schedule.
2. Enter Record Series Title listed on the Records Retention Schedule.
3. Enter the retention period for the records. This is located on the Records Retention Schedule and should be a retention code + years/months/days. For instance, AC + 3.
4. Enter the dates the records were created from and to. For instance, 2016 – 2019.
5. Enter the appropriate disposition code for inclusion in the “Action” box. Select from the appropriate disposition codes provided below:
  - a. S/Shred; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed
6. Volume should be number of boxes.
7. Actual disposition date should be the date when records physically left the custody of originating department, but for this column, the anticipated month-year in which the records will be transferred may be entered.
8. The Department Head authorizing the disposal of the records must sign the disposition log as “Unit Manager” and place their initials within the initial column if that row has been populated with record information. An employee may only proceed with the records disposition storage process once the disposition log has received signatures from the Department Head and the Records Manager.

Keep a copy of disposition logs within the department. If you have any questions concerning the disposition of records, please contact the University Archivist, Rachel Motes, at [rmotes@uttyler.edu](mailto:rmotes@uttyler.edu) or by 903-566-7165.

**IMPORTANT NOTICES:** By completing and providing authorizing signatures on the Records Disposition Log, the employee as “Unit Liaison” and the Department Head as “Unit Manager” certify that they are not aware of any impending or ongoing audit, claim, litigation, negotiation, administrative review, Public Information Act request, or any other legal action involving the records listed within the log.

***By completing a disposition log, the employee confirms that they have read the information provided within this paper.***