

## Records Disposition Storage Process:

1. **Contact the University Archivist:** Before proceeding with the disposition of records, get in touch with the University Archivist, Rachel Motes, at [rmotes@uttyler.edu](mailto:rmotes@uttyler.edu) to get approval to initiate the process and to ensure that records marked for archival transfer or review are retained for the University Archives and Special Collections.
2. **Disposition Approval and Instructions:** Once approved, the University Archivist, designated Records Manager by UT Tyler's Records Management Officer, will provide you with the records disposition instructions, log, and box label via DocuSign. A link to the current Records Retention Schedule (RRS) of the University of Texas at Tyler will also be provided via email as it is a necessary component to complete the disposition log.
3. **Complete the Disposition Log:** Follow the disposition log instructions carefully and ensure that you fill out all fields without skipping any steps.
4. **Organize Records by Date and Retention Periods:** Arrange records based on their date of creation and retention periods. Keep records with similar retention periods together and avoid mixing records with different retention periods in the same box.
5. **Prepare Record Boxes:** Before creating labels, make sure the boxes used for records disposition are sturdy and uniform. They must also be basic 1ft bankers boxes per shredding company partnership. Every box needs to be labeled prior to scheduling disposition pickup. Any box without labels or those that do not fit the dimensions for a 1ft bankers box will **not** be picked up for transfer to the Physical Plant facility.
6. **Labeling Boxes:** The label for each box must be complete with details in all requested information fields.
  - \* As the disposition date should be the date when records physically left the custody of originating department, the date of destruction will be completed only when pickup has been scheduled. \*
7. **Schedule Pickup:** Once the disposition log is complete and **all** boxes are labeled, coordinate the pickup by using the "Work Order Request" link on UT Tyler Help Now.
8. **Physical Pickup:** After approval and completion of the [UT Tyler HelpNow](#) request, the Physical Plant will dispatch a crew to collect the boxes. If additional instructions are needed, contact Lindsey Hill of Support Services at [lhill@uttyler.edu](mailto:lhill@uttyler.edu).
  - \* If you're disposing of and transferring student records or sensitive data, it is recommended that an employee of your department accompany the moving crew to verify proper placement in the storage warehouse. \*
9. **Printed Copy of Disposition Log:** Ensure that a printed copy of the disposition log accompanies the boxes of inactive records marked for disposition.