



Records Disposition Storage Process:

1. **Contact the University Archivist:** Before proceeding with the disposition of records, get in touch with Rachel Motes, the University Archivist and designated Records Manager, at rmotes@uttyler.edu to ensure that records marked for archival transfer or review are retained for the University Archives and Special Collections. After records are confirmed to be non-archival, approval will be given to initiate the records disposition process.
2. **Disposition Approval and Instructions:** Once approved, the UT Tyler Records Disposition envelope template can be found in DocuSign or may be provided directly by the University Archivist via DocuSign. This form will include the records disposition instructions, log, and box label. When completing a records disposition log, the current Records Retention Schedule (RRS) of the University of Texas at Tyler must be referenced. While the Archivist can provide it via email, the RRS can also be found online on the [UT Tyler Records Retention Schedule](#) page.
3. **Complete the Disposition Log:** Follow the disposition log instructions carefully and fill out all fields.
4. **Prepare Record Boxes:** Before creating box labels, make sure the boxes used for records disposition are sturdy and uniform in size. They must also be basic 1ft bankers' boxes per shredding company partnership. The dimensions for boxes such as these can range roughly from 12" x 15" x 10" to 12" x 18" x 10". Every box needs to be labeled prior to scheduling disposition pickup. Any box without labels or those that do not fit the rough dimensions for a 1ft bankers' box will **not** be picked up for transfer to the Physical Plant facility.
5. **Labeling Boxes:** A label for each box must be completed 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. *
6. **Schedule Pickup:** Once the disposition log is complete and **all** boxes are labeled, coordinate the pickup by using the "Move Request" link within UT Tyler Help Now Facilities Requests. When submitting this request, select "furniture pick up only" as the Request Type and put records disposition shred pick up in the Description with the box amount.
7. **Physical Pickup:** After approval and completion of the [UT Tyler HelpNow](#) request, the Physical Plant will dispatch a crew to collect the boxes. For questions about Facilities requests or if additional instructions are needed, contact Lindsey Hill of Support Services at 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. *
8. **Printed Copy of Disposition Log:** Ensure that a printed copy of the disposition log accompanies the boxes of inactive records marked for disposition.