

RECORDS DISPOSITION LOG

DEPARTMENT	DATE					
DEPARTMENT CODE						
Record Series Title and Agency Item Number from RRS (required)	Retention Period	Dates of Records	Disposition*	Signature Authorizing Disposition	Volume**	Disposition Date ***

Email or send signed copy of disposition log to: Owen Ellard, Senior Director of Libraries/Records Management Officer UT Health San Antonio.

^{*} **Disposition** – How record disposed of, i.e., shredding, recycling, trash, deletion from computer, sent to archives.

^{**}Volume – Roughly the number of inches, reels, MBs, drawers, folders, etc.

^{***}Disposition Date – date records actually destroyed or discarded. Do not list records that have not been disposed of yet.

NOTE: If the records are convenience copies, they do not need to be listed. If you choose to list them, please label them accordingly.