

# UTHSCSA RECORDS DISPOSITION LOG

DEPARTMENT\_ Library - Administration  
 DEPARTMENT CODE\_ T6100

RECORDS MANAGEMENT REP\_ Jane Doe

Record Series Title and Agency Item Number from RRS (required)	Retention Period	Dates of Records	Disposition*	Signature Authorizing Disposition	Volume**	Disposition Date ***
Calendars, Appointment, and Itinerary Records - 77	CE+1	2012 & 2013	Recycle	Jane Doe	2 boxes (2 cu ft.)	9/01/2015
Staff Meeting Minutes and Notes - 102	1	01/01/2012-12/31/2013	Recycle	Jane Doe	2 file folders (3")	9/01/2015
Reimbursable Activities, Requests and Authorizations to Engage in - 52	FE+3	09/01/2009 - 08/31/2012	Recycle	Jane Doe	3 file folders (6")	9/01/2015
Purchase Vouchers - 50	FE+3	09/01/2011-08/31/2012	Recycle	Jane Doe	1 file drawer (14")	9/01/2015
Expenditure Vouchers – 49	FE+3	09/01/2011-08/31/2012	Recycle	Jane Doe	1 file drawer (10")	9/01/2015
Individual Personnel File - 81	AC+5	09/01/2008-08/31/2010	Shred	Jane Doe	12 file folders (12")	9/01/2015

Email or send signed copy of disposition log to: [Owen Ellard](#), Senior Director of Libraries & Records Management Officer, UTHSCSA.

\* **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**