

# RECORDS DISPOSAL REQUEST

## FORM A – Request for Internal Approval to Dispose of State Records Not Requiring Archival Review

### INSTRUCTIONS

Please submit this form to – Email: **RecordsManagement@utdallas.edu**  
– Fax: **972.883.6115**  
– Mail Stop: **SG 10**

Records listed on this form will not be referred to the University Archivist for review. Contact **RecordsManagement@utdallas.edu** for archival record reviews.

This form has a continuation page. If more entries are required, please use as many continuation pages as needed. Please do not submit worksheets or other addenda in place of this form or its continuation pages.

Questions? Call: **972.883.4111**

Stored at the UT Dallas Records Management Center?  No  Yes – UT Dallas Storage Number: \_\_\_\_\_ Page: **1** of \_\_\_\_\_

Individual Receiving the Final Approved Copy of this Request \_\_\_\_\_ Phone Number \_\_\_\_\_ Mail Stop \_\_\_\_\_ Date \_\_\_\_\_

Department / School / Division \_\_\_\_\_ **738** Agency Code \_\_\_\_\_ Record Medium (e.g.: paper, microfilm, magnetic tape, etc...) \_\_\_\_\_

Location of Records:  Department / School / Division  Other

### CERTIFICATION AND SIGNATURES

*We hereby request permission to dispose of the following described state records, which have no further legal, fiscal, administrative or historical use to this department. We certify that they have met University retention requirements as specified on the UT Dallas Records Retention Schedule.*

Preparer — **Required** \_\_\_\_\_ Date \_\_\_\_\_

Dean or Division Head — **Required** \_\_\_\_\_ Date \_\_\_\_\_

RECORD SERIES ITEM NUMBER	RECORD SERIES TITLE	DATE RANGE		RETENTION PERIOD
		FROM (MM/YY)	TO (MM/YY)	

### FOR RECORDS MANAGEMENT OFFICE USE ONLY

Approved  Rejected \_\_\_\_\_ Date \_\_\_\_\_  
UT Dallas Records Management Officer

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This is a continuation page. Instructions for filling out this form are on found on Page 1.

Page: \_\_\_\_ of \_\_\_\_

RECORD SERIES ITEM NUMBER	RECORD SERIES TITLE	DATE RANGE		RETENTION PERIOD
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<b>FOR RECORDS MANAGEMENT OFFICE USE ONLY</b>	
<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	_____ Date
_____ UT Dallas Records Management Officer	