

# RECORDS STORAGE REQUEST

## REQUESTED BY

Name \_\_\_\_\_ Department / School / Division \_\_\_\_\_ Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Date \_\_\_\_\_

## RECORDS

Record Series Name: \_\_\_\_\_ Description of Record Materials \_\_\_\_\_

Record Series Number: \_\_\_\_\_

Agency Number: \_\_\_\_\_

Year: \_\_\_\_\_  Fiscal  Academic

Destruction Date: \_\_\_\_\_

Number of Boxes: \_\_\_\_\_ Reason for Storage Request \_\_\_\_\_

Location of Boxes (Building/Room): \_\_\_\_\_

Est. length of time these records must to be stored: \_\_\_\_\_

When the storage time for these records expires:  Return  Destroy

## RECOMMENDED BY

Dean or Other Administrative Official \_\_\_\_\_ Date \_\_\_\_\_

## INSTRUCTIONS

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

If your record materials are accepted for storage in the **UT Dallas Records Management Center**, the following conditions apply, without exception:

1. All record materials must be packed in boxes, sealed, and clearly marked using a label provided by EH&S.
2. The boxes used for records storage must be **Fellowes Bankers** boxes, sized 12"W x 10"H x 15"D. Larger boxes will be returned.
3. Large, bulky items must be arranged to be picked up by Facilities Management after the storage request is approved.

Questions? Call: **972.883.4111**

## TO BE FILLED OUT BY THE RECORDS MANAGEMENT OFFICER

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

Remarks