Records Management

DISPOSITION LOG OF RECORDS

Page ____ of _____

UTMB®
The University of Texas Medical Branch

1. Department			2. RMAN	3. RRS Date
4. Record Coordinator	5. Phone	6. Mail Route	7. Fax	

8. Box Code RM Use	9. Agency Item No.	10. Records Series Title	11. Retention Period	12. Med	13. Volume	14. Dates Of Records		15. Disposition Date	16. Destroy Date
						From	To		

17. The above described state records, having no further legal, fiscal, administrative or historical use to this department, have fulfilled their retention requirements and have been disposed of in accordance with UTMB policy.

Department Records Coordinator _____ Date _____

RM Use Only

Date Log Received	Dept. Log Confirmed By / Date	RC Log Prepared By / Date	RC Log Checked By / Date	Data Entered By / Date