

Disposition Log Of Records – Instructions

Step 1: Calculate the disposition date. In the Records Retention Manual, yellow tab “Current RRS” locate the Records Series Title in Field 6. Find the Total retention period in Field 7 and calculate the disposition date. Call Records Management at 747 - 5900 if you need assistance

Step 2: If the Records Series can be dispositioned complete each field as follows:

Field 1: Department name as shown on the Retention Schedule.

Field 2: RMAN (Records Management Assigned Number)

Field 3: Records Retention Schedule date.

Field 4: Records Coordinator name.

Field 5: Records Coordinator phone.

Field 6: Mail route number.

Field 7: Fax number.

Field 8: Leave blank, Records Management uses this field for records dispositioned by the Records Center.

Field 9: Agency Item Number found in field 5 of the Retention Schedule.

Field 10: Records Series Title, found in field 6 of the Records Retention Schedule.

Field 11: Total Retention period, found in field 7 of the Records Retention Schedule.

Field 12: Record medium codes: P = paper; M = microfilm; E = electronic; O = other.

Field 13: Volume for each records series listed on the form. If the code is P enter the linear file inches; if M enter the number of roles or number of fiche; if E enter bytes; if O call Records Management.

Field 14: Dates of records dispositioned (month and year).

Field 15: Disposition date, the date records are eligible for destruction.

Field 16: Destroy date, the date of actual destruction.

Field 17: Record Coordinator signature and date

CAUTION - State records may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of a retention period set by the Texas State and Archives Commission or in the approved Records Retention Schedule of UTMB until the completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later.

Step 3: Make a copy of the completed Disposition Log of Records, place it behind the “red” tab “Destruction/Disposition” in the Records Retention Manual.

Step 4: Mail the original completed form to Records Management route 0918.

A Records Specialist will calculate the disposition date. If no problems are found, the Department Records Coordinator or Alternate Coordinator will be notified and the records may be destroyed by the department. If the disposition date cannot be confirmed the Department Records Coordinator or Alternate Coordinator will be contacted with further instructions. Records may not be destroyed until the disposition calculation has been confirmed by a Records Specialist.