All departments reap the benefits and avoid chaos by systematically following their Records Retention Schedule (RRS) to disposition records. Disposition means that some records may be preserved forever because they have historical value, and others are destroyed according to the certified records retention schedule.

All employees must be aware of records retention policies. Official policies state how long you must keep different classifications of records and their final disposition to meet legal, fiscal, administrative and historical values, known as the Records Retention Schedule. Remember, records retention rules apply to all official records including paper, electronic files, and email.

Key disposition dates to manage your department records:

- **September 15**: Assign a date after the End of each Fiscal Year
- **January 15**: Assign a date after the End of each Calendar Year

IMPORTANT: When records have met their retention, ensure the privacy and confidentiality of the records as follows: For official records listed on your RRS, complete a Disposition Log (found on our web site) and SUBMIT the log to Records Management for review and approval BEFORE any further actions are taken. Upon approval, place official and convenience copies in blue recycle bags, zip and lock, store in a secure location until picked up. For large volumes use the green locked rolling totes; contact housekeeping C-L-E-A-N when complete (409) 772-5326.

Do not destroy any records pertaining to an investigation, litigation, audit, open records request or program review in progress or if you know that one is about to be held. This is the case even if the retention period or disposition date specified for the records has already expired. Visit us at: [http://www.utmb.edu/compliance/records/rmdefault.asp](http://www.utmb.edu/compliance/records/rmdefault.asp)