Disposition Log Of Records – Instructions

Step 1: Calculate the disposition date using the Retention Code – Disposition Worksheet. In the
Records Retention Manual, use the “Current Certified RRS” to 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.

Note: Please use a different log for non-archival records versus archival records:
• Records without an archival designation may be listed together on one form.
• Records with the Archival Code “I” are listed on a separate log because they
  will be sent to the archives.
• Records with the Archival Code “O” are listed on a separate log because they
  must be reviewed by the certified archivist.

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: Volume for each records series listed on the form. If the medium is paper enter
the linear file inches; if electronic enter bytes; if other call Records Management.
Field 13: Enter the Inclusive Dates of each records series to be dispositioned; enter
oldest to newest, Month/Year.
Field 14: Disposition date (see step 1 above), the date records are eligible for destruction.
Field 15: If an Archival code is found in field 8 of the RRS, enter “I” for Archive, “O” for
Review by the archivist or leave blank.

Step 3: Fax the Disposition Log to Records Management at 409747-5910 for verification. A senior
records specialist will contact the DRC with further instructions.

Field 16: If the Disposition Log is approved, enter the Destroy date, the date of actual
destruction.
Field 17: The Department Records Coordinator signs and dates the log.
Field 18: Reserved for Archivist review of “O” classified records.

Step 4: Make a copy of the completed Disposition Log of Records, place it behind the

Step 5: Mail the completed original log to Records Management route 0918.

- 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.