# TEXAS SOUTHERN UNIVERSITY

# RECORDS DISPOSITION LOG

| Record Series Title and Record Number (A) | Retention Period (B) | Dates of Records (C) | Record Copy (D) | Disposition Method (E) | Signature Authorizing Disposition (F) | Volume (G) | Disposition Date (H) |
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## INSTRUCTIONS FOR COMPLETING RECORDS DISPOSITION LOG

1. Enter the Records Series Title from the Records Retention Schedule (RMD 105).
2. Enter the total retention period of the RMD 105.
3. Enter the beginning and ending dates of the records for disposition.
4. Indicate "Yes" if record copy for TSU. If not record copy, indicate agency item code number, unit/area/department.
5. Indicate the appropriate method of final disposition:
   A-Contract University Archives and transfer as directed.
   E-Erase magnetic media and reuse.
   R-Recycle. Deposit in appropriate bin.
   S-Shred. Security code marked "C" on the RMD 105.

   T-Toss for trash pick-up.
6. The person authorizing disposition of the records (area/department personnel) and/or the person to verify the destruction of confidential records must sign the sign the records disposition log.
7. Enter the volume of the records (in cubic feet).
8. The date of the actual disposition of the records.
9. The original white copy is maintained in the department responsible for the records and the yellow and pink copies are sent to the records manager. Pink copy is returned to the authorizing person with signature of records manager confirming receipt of log.

SIGNATURE: _____ _____

RECORDS MANAGER DATE