Disposition/Storage Process for Records:

1. **Contact the University Archivist**: Before proceeding with disposition, get in touch with the University Archivist at jpitts@uttyler.edu to obtain approval.

2. **Disposition Approval and Instructions**: Once approved, the University Archivist/Records Manager will provide you with the disposition instructions, log, and labels via DocuSign. If necessary, an updated Records Retention Schedule (RRS) will also be included in approval email.

3. **Complete the Disposition Log**: Follow the disposition log instructions carefully and ensure that you fill out all fields without skipping any steps.

4. **Organize Records by Date and Retention Periods**: Arrange records based on their date of creation and retention periods. Keep records with similar retention periods together and avoid mixing records with different retention periods in the same box.

5. **Prepare Record Boxes**: Before creating labels, make sure the record boxes are sturdy and uniform. Use 1 ft. banker's boxes for storage. Every box needs to be labeled before accepted for pickup.

6. **Labeling Boxes**: Label each box with the necessary information fields.

7. **Schedule Pickup**: Once the disposition log is complete and all boxes are labeled, coordinate the pickup by using the "Work Order Request" link on UT Tyler Help Now.

8. **Physical Pickup**: After approval and completion of the UT Tyler HelpNow request, the Physical Plant will dispatch a crew to collect the boxes.

   * If you're transferring student records or sensitive data, a representative from the relevant area should accompany the moving crew to verify proper placement in the storage warehouse. *

9. **Printed Copy of Disposition Log**: Ensure that a printed copy of the disposition log accompanies the boxes of inactive records.