



## INSTRUCTIONS FOR COMPLETING THE RECORDS DISPOSITION LOG

Texas Government Code §441.180(11) defines a State Record as “any written, photographic, machine-readable or other recorded information created or received by or on behalf of a state agency...that documents activities in the conduct of the state business or use of public resources.”

Texas Administrative Code Title 13, Part 1, Chapter 6, 6.8 (b)(3) requires “the final disposition of records is documented by the state agency.”

To conform to these requirements, a log must be completed to document the disposition of any state records with the exception of Record Series 1.1.057, Transitory Information.

The log must be completed by the department with the information shown and must be signed by the department head before being sent to the Business Affairs Office.

1. Enter a description of the contents of the boxes.
2. Enter the date range of the contents of the boxes (beginning and ending date).
3. Enter a special designated number beginning with your Department Initials. *Example: IC-500* for Institutional Compliance box #500. No two boxes will have the same number.
4. Please type in appropriated code below:  
T: Transfer boxes to Physical Plant to be included in the annual shredding process  
D: Pull boxes already contained in the Physical Plant Records Room shelves to be included in the annual shredding process.
5. The department head authorizing the disposal of the records must sign the log on column #5 “Signature Authorizing Disposition”. An employee may only proceed with disposition after receiving written authorization from the department head.
6. Date to be destroyed.
7. Leave blank – this column to be used by the Business Affairs Office.

Send the original disposition logs for each department to Business Affairs – Grant Leslie ADM 336. Keep a copy of logs in the department.

If you have any questions concerning the disposition of records, contact Grant Leslie at ext. 6175 or email to: [gleslie@uttyler.edu](mailto:gleslie@uttyler.edu)