RECORDS DISPOSAL REQUEST

FORM A – Request for Internal Approval to Dispose of State Records Not Requiring Archival Review

INSTRUCTIONS

Please submit this form to – Email: **RecordsRetention@utdallas.edu**
– Fax: **972.883.6115**
– Mail Stop: **SG 10**

Records listed on this form will not be referred to the University Archivist for review. List records requiring archival review on FORM B.

This form has a continuation page. If more entries are required, please use as many continuation pages as needed. Please do not submit worksheets or other addenda in place of this form or its continuation pages.

Questions? Call: **972.883.4111**

UT Dallas Storage Number: _____ Page: **1** of ____

_____ _____ _____ _____
Individual Receiving the Final Approved Copy of this Request | Phone Number | Mail Stop | Date

_____ **738** _____
Department / School / Division | Agency Code | Record Medium (e.g.: paper, microfilm, magnetic tape, etc…)

Location of Records: ☐ Department / School / Division ☐ Other

CERTIFICATION AND SIGNATURES

We hereby request permission to dispose of the following described state records, which have no further legal, fiscal, administrative or historical use to this department. We certify that they have met University retention requirements as specified on the UT Dallas Records Retention Schedule.

_____ _____
Preparer — **Required** | Date

_____ _____
Dean or Division Head — **Required** | Date

RECORD SERIES ITEM NUMBER	RECORD SERIES TITLE	DATE RANGE FROM (MM/YY)	—	TO (MM/YY)	RETENTION PERIOD
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FOR RECORDS MANAGEMENT OFFICE USE ONLY

_____ _____
Approval – UT Dallas Records Administrator | Date

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This is a continuation page. Instructions for filling out this form are on found on Page 1.

UT Dallas Storage Number: _____ Page: ____ of ____

RECORD SERIES ITEM NUMBER	RECORD SERIES TITLE	DATE RANGE FROM (MM/YY) — TO (MM/YY)			RETENTION PERIOD
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FOR RECORDS MANAGEMENT OFFICE USE ONLY

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Approval – UT Dallas Records Administrator Date

The University of Texas at Dallas
Environmental Health and Safety (EH&S)
800 W Campbell Rd, SG 10
Richardson, TX 75080-3021

Updated May 18, 2017