



TEXAS SOUTHERN UNIVERSITY

TEXAS SOUTHERN UNIVERSITY
RECORDS DISPOSITION LOG

DEPARTMENT:
DATE: OFFICE ADDRESS: TELEPHONE:

Table with 7 columns: Record Series Title and Agency Item Number, Volume, Retention Period, Date Range From - To (mm/yy), Final Disposition Method, Disposition Date, Signature Authorizing Disposition. Includes numbered headers (1) through (7).

Departmental Certification/Request for Destruction

[ ] We certify that these state records are past the retention period specified by the Texas Southern University Records Retention Schedule and that all audit and administrative requirements have been satisfied.

CAUTION: A state record 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 for the record set by the commission or in the approved records retention schedule of the agency until the completion of the action and the resolution of all issues that arise from the action, or until the expiration of the retention period, whichever is later. TEXAS GOVERNMENT CODE § 441.187(B). Any record subject to a federal audit must be retained until the expiration of the audit period or the period specified in the TSU Records Retention Schedule, whichever is later.

Required Approval / Departmental Destruction form. Includes fields for Department Record Management Liaison, Department Head, Date, Date of Records Destruction, and Destruction Method (Shredding, Electronic, Other).

Signature \_\_\_\_\_
Record Management Officer

\_\_\_\_\_
Date



TEXAS SOUTHERN UNIVERSITY

| Record Series Title and Agency Item Number<br><b>(1)</b> | Volume<br><b>(2)</b> | Retention Period<br><b>(3)</b> | Date Range From – To (mm/yy)<br><b>(4)</b> | Final Disposition Method<br><b>(5)</b> | Disposition Date<br><b>(6)</b> | Signature Authorizing Disposition<br><b>(7)</b> |
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## INSTRUCTIONS FOR COMPLETING RECORDS DISPOSITION LOG

**This form is required only for the destruction / final disposition of the record copy of state records. The record copy is the official copy that must be maintained for the period designated by the TSU Records Retention Schedule. Other copies of a record are convenience copies and can be destroyed without submitting this form.**

1. Fill in the department / office name, date, address and phone number.
2. Fill in the record series title and agency item number (blocks 5 and 6 of the TSU Records Retention Schedule).
3. List the total volume of the records to be disposed, i.e., 20 file cabinets, 100 boxes, 40 drawers.
4. Fill in the total retention period for the records series (block 7 of the TSU Records Retention Schedule).
5. Indicate the date range of the records to be disposed. Please include month and year.
6. Indicate the final disposition method:
  - a. A = Send to University Archives
  - b. D = Delete electronically
  - c. E = Erase magnetic media and reuse
  - d. R = Recycle
  - e. S = Shred
  - f. W = Water submersion
7. **For records destruction only:** Check **Departmental Certificate/Request for Destruction** box to certify that the listed records are eligible to be destroyed in accordance with the TSU Records Retention Schedule and administrative requirements, sign and forward the form to the Records Management Officer. Once the retention dates have been checked and the records have been approved for destruction, the form will be returned to the department. At that time, the records may be destroyed. Complete the departmental destruction block and return the original form to Records Management Officer for filing.
8. Fill in the disposition date. The “Departmental Certificate / Request for Destruction” does not have to be checked for items being sent to the University Archives.
9. The department head or the department record management liaison signs the form once the disposition of the record is complete.

**Once the final disposition of the record has occurred, please submit the original Records Disposition Log to the Record Management Officer for filing. Keep a copy for your reference.**