



Records Retention Disposition Request Form

Sul Ross State University



Department: _____

Alpine RGC

Preparer: _____

Telephone: _____

| RSIN (1) | Records Series Title (2) | Retention Period (3) | Start Date (4) <small>The oldest recorded date of the records in this record series</small> | End Date (5) <small>The last possible date that the records may be retained according to the RRS</small> | Archival Code (6) |
|-------------|-----------------------------|-------------------------|--|---|----------------------|
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Departmental Certification/Request for Destruction

We certify that these state records are past the retention period specified by the Sul Ross State 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 SRSU Records Retention Schedule, whichever is later.

Required Approval

Departmental Records Management Representative Date

Department Head Date

Records Management Officer (RMO) Date

University Archivist Date



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Instructions for Completing Records Retention Disposition Request Form

This form is required only for the destruction or final disposition of the record copy of the state records in accordance with the most current Sul Ross State University Records Retention Schedule (RRS).

1. Fill in the RSIN provided on the far left hand side of the RRS next to the Record Series Title of the record the department is requesting disposal
 - a. If the Record Series Title is missing an RSIN (usually because the record involves university specific descriptions) leave (1) blank.
2. Fill in the Record Series Title provided on the RRS. Copy this title exactly.
3. Fill in the provided Retention Period for this item. Do not include the requested change in retention periods as this form is for the records being disposed of, only.
4. Record the Start Date of the records in this series. This is the date of the oldest record in this series. This information is personalized to each department.
 - a. Example: For the Record Series, Payroll Sheets the oldest date may be recorded as June 11, 2006.
5. Record the End Date of the records in this series. This is the date, according to the Retention Period, that the department HAS to dispose of the records. This is the maximum.
 - a. Example: The Retention Period on Payroll Sheets is FE+3. The End Date (5) on this item will be August 31, 2013.
6. Fill in the Archival Code, where written on the RRS. Do not create an archival code before approval from the Records Management Division on campus.

Example of a completed row on the Disposition Request Form

(Human Resources was used as an example)

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|-------------|-----------------------------|-------------------------|--|---|----------------------|
| 3.4.006 | Time Sheets/Leave Records | FE+4 | June 11, 2006 | August 31, 2012 | |