When discarding university records, please fill out the RRD form for **master** (original) copies of Texas Tech records. Your department will need to maintain copies of this disposition log as a paper trail for your disposed records. The logs must be retained for **10 years** by the department. It can also be kept as one ongoing document by copying the table below each time a new addition to the log needs to be made. To print the form out, choose the "landscape" [horizontal] setting under the page settings.

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| Prepared by: |  | Date: |  |
| Department: |  | Mail Stop: |  |
| Unit Manager Signature: |  | Date: |  |
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| Information from the Records Retention Schedule  Matches corresponding series on schedules adopted by the government or internal amendments, if applicable. Add a description if title does not convey the nature and purpose of the record. | | | Inclusive Dates  Starting and ending dates of the records to be destroyed under each records series. (MM/YY) | | Method and Quantity  R/Recycle (open records only); S/Shred; D/Delete; A/Archives  Appx. volume of records: ft., in., # of boxes, GB, etc. | | Approval Date and Initial  The date of actual disposition and approval of each series. | | \*  See Att. |
| Agency Number | **Record Series Title** | **Retention Period** | **Start** | **End** | **Action** | **Quantity** | **Date** | **Initial** | **X** |
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