## Texas Tech University Records Retention Disposition (RRD) Log

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.

Date:

Department:						Mail Stop:			
ι	Jnit Manager Signature:		Date:						
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		Retention							
Number	<b>Record Series Title</b>	Period	Start	End	Action	Quantity	Date	Initial	X
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Prepared by: