

**Angelo State University  
Records Retention**

When discarding state records, please fill out the RRD form and retain a copy for the period indicated on the retention schedule.

## Records Retention Disposition (RRD) Form

Department: \_\_\_\_\_

For the Period \_\_\_\_\_ - \_\_\_\_\_

Contact Name: \_\_\_\_\_

Record Series Title	Series or Agency #	Retention Time	Dates of Records	Disposition Method*	Signature Authorizing Disposition	Disposition Date

\*Indicate the appropriate method of final disposition: UA=Sent to University Archives, RC=Recycled, SH=Shredded, DE=Deleted Electronically  
[Confidential records and records containing personal information, such as social security numbers, should be shredded.]

## **Angelo State University, Records Retention Disposition (RRD) Form Instructions for completing the Records Disposition Log**

1. Enter the Record Type, Series # or Agency Item # (if no series # is available), and Retention Time as listed on the ASU Records Retention Schedule.
2. Enter the beginning and ending dates of the record type.
3. Indicate the appropriate method of final disposition- UA=Sent to University Archives, RC=Recycled, SH=Shredded, DE=Deleted Electronically  
\* Confidential records and records containing personal information, such as social security numbers, must be shredded.
4. The person authorizing the disposal of the records must sign the log.
5. Enter the actual date on which the records are disposed.
6. Retain the log for the period indicated on the retention schedule.