Requesting to Dispose of Records

1. Create
   Prepare the RIMS Request to Dispose of Records (RDR) EXCEL workbook

2. Submit
   Upload the RDR using the online RIMS Request to Dispose of Records Submission Form

3. Finalize Request
   RIMS works with the requestor to finalize the RDR, then routes it for departmental signatures via DocuSign

4. RIMS Authorizes Request
   The RDR automatically routes back to RIMS for final authorization by the Records Management Officer

5. Receive Approval
   RIMS sends the signed RDR and approval letter to department via DocuSign
   Records must not be destroyed until this notification is received

6. Dispose of Records
   Department arranges for the records to be destroyed or transferred to archives and completes disposition

7. Notify RIMS of Disposition
   Department notifies RIMS of the final destruction or transfer date

More information on Disposition
rims@austin.utexas.edu

The University of Texas at Austin
Records and Information Management Services