

Requesting to Dispose of Records

Create

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



Submit

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



Finalize Request

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



RIMS Authorizes Request

The RDR automatically routes back to RIMS for final authorization by the Records Management Officer



Receive Approval

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



Dispose of Records

Department arranges for the records to be destroyed or transferred to archives and completes disposition



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