



Records Management and Retention (RMR) FSA - RMR Office Request for Disposition of University Records

This form is to be used for disposition of records that have met their retention schedule. Each media type must be on a **separate** form. **SEE PAGE 2 FOR INSTRUCTIONS.** **Note:** Incomplete forms or incorrectly completed forms will be REJECTED. If you have any questions, please contact FSA - RMR Office (575) 646-8324 or visit <http://rmr.nmsu.edu/>. Send completed forms to FSA - RMR Office, MSC 3FSA, email to rmroffice@nmsu.edu, or fax a copy to (575) 646-1994.

Contact:		Department:		Phone:	
Email:		Are Records Confidential? Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
Media Type					
Paper <input type="checkbox"/> CD/DVD <input type="checkbox"/> Tape <input type="checkbox"/> Microfilm <input type="checkbox"/> Electronic <input type="checkbox"/> Other <input type="checkbox"/> _____					
Disposition Log					
Line #	Record Series No. and Title (http://rmr.nmsu.edu/NMACs.html)	Retention Period	Volume (#Boxes)	Date(s) of Record(s)	
1					
2					
3					
4					
5					
Subtotal Volume (#Boxes) from continuation sheet					
Total Volume (#Boxes)					
Remarks					
Department Signatures					
Prepared by:					
Name (printed)		Signature		Date	
Approved by Department Owner/Record Custodian: (For Departmental records only)					
Name (printed)		Signature		Date	
For FSA - RMR Office use ONLY					
Work Order#:		SRCA#:		SRCA Approval Date:	
F.A.T.E. Warehouse Delivery					
Number of Boxes		Received From			Date
		Name (printed)	Signature		
Destruction Method					
<input type="checkbox"/> Shred	<input type="checkbox"/> Confidential: Cintas Pick Up		<input type="checkbox"/> Recycle	<input type="checkbox"/> Transfer to NMSU Archives	<input type="checkbox"/> Delete Electronic Files
Approved by FSA - RMR Office:					
Name (printed)		Signature		Date	

Request for Disposition of University Records Continuation Sheet

Contact:		Department:		Phone:	
Email:		Work Order#:			
Disposition Log					
Line #	Record Series No. and Title (http://rmr.nmsu.edu/NMACs.html)	Retention Period	Volume (#Boxes)	Date(s) of Record(s)	
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
Subtotal Volume (#Boxes)					

Instructions

1. Enter Contact Name (who will be able to answer any questions we may have).
2. Enter Department name.
3. Enter Telephone number.
4. Enter Email address (for Contact).
5. Indicate if the records are confidential or sensitive. Do the records contain unique identifying data such as a social security number or any other personal information? Please see (<http://rmr.nmsu.edu/faq.html#A2>) for more information.
6. Indicate the type of media (paper, cd/dvd, tape, etc). Note: Do not mix media types on one form. Submit a different form for each media type.
7. Use the State of New Mexico retention schedules to complete the remainder of the form. (links to the appropriate New Mexico Administrative Codes are located at <http://rmr.nmsu.edu/resources.html>).
 - a. Record series number and title
 - b. Retention period
8. Volume of records to be disposed. (# boxes, # file cabinet drawers, # bins, # of cd/dvds, # of tapes, etc. to be submitted for disposition).
9. Provide the range of dates covered by the record series. Put the earliest date and the latest date (01/01/2000 – 12/31/2003 or Jan 2000 – Dec 2003).
10. Enter Total Volume (# of Boxes).
11. Enter any special items in the remarks section.
12. Complete the Department section with the signature of the preparer of the form, the printed name, and the date. If the records submitted for disposition are departmental records only (as opposed to central office records), you must obtain the signature of the departmental owner/record custodian. Leave the section marked “For FSA-RMR Office use ONLY” blank.
13. Submit the completed form to the FSA - RMR Office by fax to (575) 646-1994 or email to rmroffice@nmsu.edu.
14. Contact the FSA - RMR Office at (575) 646-8324 if you have any questions.