

**REQUEST FOR AUTHORITY TO DISPOSE OF STATE RECORDS**

Texas State Library – State and Local Records Management Division

**RMD 102 (11/07)**

Refer to instructions on reverse before completing.  
Use typewriter or computer to complete this form.

RMD Control Number (RMD Use Only)
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1. Agency Name and Division	2. Agency Code	3. Date
4. Agency Mailing Address	5. Agency Individual to Receive Final, Approved Copy	
6. Location of Records <input type="checkbox"/> TSL State Records Center <input type="checkbox"/> Other	7. Record Medium	8. Volume, in Cubic Feet

Under provision of Texas Government Code 441.035(3) Act of the 72nd Legislature, I hereby request permission to dispose of the following described state records which have no further legal, fiscal, administrative or historical use to this department for the reason indicated.

- 9.  The records have fulfilled their retention requirements.
- 10.  Microphotographic reproductions of the records, complying with the minimum standards established by the American National Standards Institute (ANSI), have been made and certified as original records for all legal purposes. The type and quality of the reproduction will fulfill the retention requirements of the original records.
- 10a.  The records are essential (vital) records as defined by Texas Government Code 441.052, Act of the 70th Legislature. A preservation duplicate of the original micrographic reproduction has been made and preserved in compliance with this Statute.
- 10b.  The records are non-essential and therefore a preservation duplicate is not required.

**11. DESCRIPTION OF RECORDS**

Includes Records Series Titles, Records Series Numbers (if applicable). If records are in storage at the Texas State Library Records Center, included Locator Numbers, and Transfer Dates, or attach a copy of the Transmittal Forms (Tx-R-5 or RMD 101) to this form.

**FOR RECORD MANAGEMENT DIVISION USE ONLY**

**APPROVALS**

12. Agency Head/Records Administrator	13. Director & Librarian	14. State Auditor (If Required, See Reverse)
Date:	Date:	Date:

**INSTRUCTIONS FOR COMPLETING THE FORM RMD 102**  
**(Request for Authority to Dispose of State Records)**

- IMPORTANT:**
- This form must be used to obtain approval to destroy all official state records **not listed on the agency's approved Records Retention Schedule** [Texas Government Code, §441.035(d)].
  - Submit in triplicate with original signatures on all forms to: **Texas State Library – State and Local Records Management Division, Box 12927, Austin, Texas 78711**. This form will then be forwarded to the Director and Librarian and the State Auditor's Office as required.
  - The approval process usually takes two to three weeks. Do not destroy records until an approved copy has been returned to your agency.

1. Agency and Division Name: Enter Agency and Division name. You may enter department and/or section name if so desired.
2. Agency Code: Enter the three-digit agency code assigned by the Comptroller of Public Accounts. If you do not know the correct code number, contact the Comptroller's Office.
3. Date: Enter the date of the request.
4. Agency Mailing Address: Enter mailing address of agency individual who is to receive final, approved of copy of request.
5. Enter the name of agency individual who is to receive final, approved of copy of request.
6. Location of Records: Check the box indicating the location of the records to be disposed. ("Other" being any location other than the Texas State Library - State Records Center).
7. Record Medium: Enter the medium of the records, (i.e., paper, microfilm, magnetic tape).
8. Volume: Enter the total approximate volume (in cubic feet) of the records to be disposed, (a letter size file drawer is 1.5 cubic feet; a legal size file drawer is 2 cubic feet; a standard Records Center storage box is 1 cubic foot).
9. Check this box if the records have fulfilled all values to your agency (administrative, fiscal, legal, and historical).
10. Check this box if a microfilm copy has been made, and also check one of the following boxes if:
  - 10a. A duplicate of the original microfilm has been made as outlined by Texas Government Code §441.052.
  - 10b. These are non-essential records and no duplicate microfilm is required.
11. The description of records must include:
  - The Records Series Titles.
  - The Records Series Numbers.
  - The transfer date of the records (if applicable).
  - The inclusive dates of the records.
  - The Locator Numbers if stored at the State Records Center.
12. Signature of the Agency Head or Records Administrator approving the request and the date. Additional agency approval signatures may be included by adding signatures and dates in Field 11.
13. Signature of the State Librarian and the date.
14. Signature of the State Auditor assigned to the agency submitting the request and the date. The State Auditor reviews and approves RMD 102's only when the retention periods for the records to be disposed are less than the recommended retention periods.

**Electronic Form Instructions:**

Enter your agency's information into the blanks provided on RMD 102. The date will update automatically to the current date when you complete the form. To override the date field, click on it and then type over it.

***\*Note: This form must be printed for submission to the Texas State Library due to the necessity of signatures, e-mail submissions will not be accepted at this time.***

If you have any questions, please contact your agency **Records Administrator** or the **Texas State Library – State and Local Records Management Division** at **(512) 463-7610**.