



Special Collections and  
Archives Elizabeth Huth  
Coates Library  
One Trinity  
Place San  
Antonio, TX  
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210.999.7355  
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### Records Disposition Form

Record Series Title: \_\_\_\_\_

Retention Period: \_\_\_\_\_

Start Date (oldest record to dispose of): \_\_\_\_\_

End Date (most recent record to dispose of): \_\_\_\_\_

Disposition Method:

- Shred
- Place in trash
- Place in recycle bin
- Transfer to University Archives

Disposition Date: \_\_\_\_\_

The University Archivist's signature in this box means the information listed above was checked for compliance with our records retention schedule and the requestor may dispose of the records as listed on the form.

University Archivist: \_\_\_\_\_ Date \_\_\_\_\_

With my signature below, I verify that records listed above were disposed by the method indicated above in accordance with the Trinity University general records schedule.

Signature: \_\_\_\_\_ Date \_\_\_\_\_