

REQUEST FOR AUTHORITY TO DISPOSE OF STATE RECORDS

Texas State Library – State and Local Records Management Division

RMD 102 (9/21)

Refer to instructions on reverse before completing.

RMD Control Number (RMD Use Only)

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 (cubic ft., MB, etc.)

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. State record does not appear on approved records retention schedule. Texas Government Code, §441.187(a)(2)

10. State record to be destroyed before the expiration of its retention period on approved records retention schedule. Texas Government Code, §441.187(d).

11. DESCRIPTION OF RECORDS

Includes Records Series Titles, Agency Identification Numbers (if applicable).
Short explanation of why destruction should be approved. If records are in storage at the Texas State Library Records Center, include Texlinx Item barcodes

FOR RECORD MANAGEMENT DIVISION USE ONLY

APPROVALS

12. Records Management Officer	13. Director & Librarian	14. State Auditor (If Required, See Reverse)
Date:	Date:	Date:

Reproduction of this form at the agency level is authorized.

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, §441.187(a)(2)]
- Submit one copy 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 can take up to a few months. 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 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, electronic, 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 do not appear on your approved records retention schedule. [Texas Government Code, §441.187(a)(2)]
10. Check this box if the request is for records that have not yet fulfilled their approved retention requirements. [Texas Government Code, §441.187(d)]
11. The description of records must include:
 - The Records Series Titles.
 - The Agency Item Numbers (if applicable)
 - The inclusive dates of the records.
 - The Barcode Numbers if stored at the State Records Center.
 - Short explanation on why approval should be granted.
12. Signature of the Agency Head or Records Management Officer 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 if the record possesses fiscal or financial value.

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**.