The University of Texas at Dallas
REQUEST FOR RECORDS STORAGE

TO: UT Dallas Records Management
    Teresa M. Johnston
    Director of Business Services
    Phone: 972-883-2797
    FAX: 972-883-6772

FROM DEPT.: Phone: FAX #:

We request that the following materials be stored in The UT Dallas Records Management Center:

Record Series Name: ____________________________
Record Series Number: ____________________________
Agency Number: ____________________________
Description of Materials: ____________________________
Fiscal/Academic Year: ____________________________
Destruction Date: ____________________________
Number of Boxes: ____________________________

Reason for storage request:

______________________________

Estimated length of time material is to be stored: ____________________________

At expiration of storage time, should the materials be destroyed? ☐
Or returned to the department? ☐

Current Location of Materials: Building Room No. ____________________________

If materials are accepted for Records Management storage, the following conditions will apply (NO EXCEPTIONS):

1. All material will be packed in boxes, sealed, and clearly marked with contents, department’s name, record series number and destruction date (as specified in the UTD Records Retention Schedule) if applicable.
2. The box to be used for the storage of records will have the dimensions of 12”w x 10”H x 15”D, the Fellowes Bankers Box. If larger boxes are used, they will be returned to the department. NO EXCEPTIONS.
3. The department will arrange to have large, bulky items picked up by Facilities Management, after the approval of the storage request.

Request by ____________________________ Date ____________________________

Recommended by Dean or Other Administrative Official ____________________________ Date ____________________________ For the Office of Business Services ____________________________ Date ____________________________

Remarks:

______________________________

Revised 11/18/14