UTSA Distribution Services

Records Retention Request for Records Storage

All requests for records storage must comply with the following conditions:

- This form must be typed, fully completed (including record retention details and box inventory), signed by the records retention representative and department manager, and submitted via email to edward.garza@utsa.edu. **Incomplete or incorrect forms will be returned to the department, no exceptions.**
- Use one form per destruction year.
- Records must be placed in a 15" x 12" x 10" records storage box and labeled using the retention labels on pages 2-3 of this form. Labels auto-populate as box inventory is entered. One label will populate per box.
- Enter the **Box #** in the format **MMYYBOX#**, where MM is the month, YY is the year of the request, and Box # is the sequential number (e.g., 052501 for the first box in May 2025, 052502 for the second, and so on).
- For the delivery of five or more boxes of records, submit an online work request to coordinate delivery with Facilities.

Records Retention Details

Date		Records Retention Representative	
Department		Phone	
Building and Room #			
Will materials be returned or destroyed? ☐ Returned ☐ Destroyed		Destruction Year	

Box Inventory

Box #	Record Series Item #	Contents

Title	Name	Signature
Records Retention Representative		
Department Manager		
Records Retention Warehouse Manager	Edward Garza	
	☐ Approved for Storage ☐ Returned for Reason:	

Retention Labels

Please cut and affix the following label(s) to the front (short side) of each corresponding box.

Box #		Department		Phone	
Records Retention Representative					
Building and Room #					

Record Series Item #	Contents	Destruction Year

✂ ━

Box #		Department		Phone	
Records Retention Representative					
Building and Room #					

Record Series Item #	Contents	Destruction Year

✂ ━

Box #		Department		Phone	
Records Retention Representative					
Building and Room #					

Record Series Item #	Contents	Destruction Year

✂ ━

Box #		Department		Phone	
Records Retention Representative					
Building and Room #					

Record Series Item #	Contents	Destruction Year

✂ ━

Box #		Department		Phone	
Records Retention Representative					
Building and Room #					

Record Series Item #	Contents	Destruction Year

Box #		Department		Phone	
Records Retention Representative					
Building and Room #					
Record Series Item #		**Contents**		**Destruction Year**	

✂ —·

Box #		Department		Phone	
Records Retention Representative					
Building and Room #					
Record Series Item #		**Contents**		**Destruction Year**	

✂ —·

Box #		Department		Phone	
Records Retention Representative					
Building and Room #					
Record Series Item #		**Contents**		**Destruction Year**	

✂ —·

Box #		Department		Phone	
Records Retention Representative					
Building and Room #					
Record Series Item #		**Contents**		**Destruction Year**	

✂ —·

Box #		Department		Phone	
Records Retention Representative					
Building and Room #					
Record Series Item #		**Contents**		**Destruction Year**	