

Records Disposition Log

Prepared by Records Liaison: Veronica Briones - PG 1 Date 7/13/21

Director Approval Signature: *Lidia M. Lelling* Date 7/13/2021

RMO Approval Signature: *J. Salmaraz* Date 7-15-2021

Total Boxes = 21
UT

Information from the Records Retention Schedule			Disposition Method: See legend below		Enter "X" after approved →			
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
557015716	GR1025-27a AR Records (UT Receipts)	FE + 3	10/2003 - 2/2004	S				
557015703	UT5000-04 CUSTOMER BILLING RECORDS	FE + 3	7/1997 - 10/1998	S				
621989509	UT5000-04 CUSTOMER BILLING RECORDS	FE + 3	09/1994 - 04/1995	S				
"	GR1025-27a AR Records (UT Receipts)	FE + 3	"	S				
"	GR1025-07a FINANCIAL REPORTS	FE + 3	"	S				
"	GR1025-26a AP Records	FE + 3	"	S				
"	GR1025-28 Banking Records	FE + 5	"	S				
"	LC2350-04 Criminal Case Papers	5	"	S				
621989603	UT5000-04 CUSTOMER BILLING RECORDS	FE + 3	FY 92-93	S				
"	GR1025-28 Banking Records	FE + 5	"	S				
"	GR1025-27a AR Records (UT Receipts)	FE + 3	"	S				
557015612	GR1025-27a AR Records (UT Receipts)	FE + 3	FY 94-95	S				

Boxes = 5

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent
Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed
Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives
See Att (See Attachment): Put an X in this field if there is an attachment giving more detail about the records being destroyed.

Records Disposition Log

Prepared by Records Liaison: Veronica Briones - PG 2 Date 7/13/21
 Director Approval Signature: *Sydia M. Collier* Date 7/13/2021
 RMO Approval Signature: _____ Date _____

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
557015616	UT5000-04 CUSTOMER BILLING RECORDS	FE + 3	FY92-93					
557015667	UT5000-04 CUSTOMER BILLING RECORDS	FE + 3	FY94-95					
621989562	UT5000-04 CUSTOMER BILLING RECORDS	FE + 3	FY96-97					
621989515	GR1025-27a AR RECORDS / BANK STATEMENTS	FE + 3	FY89-90					
621996782	UT5000-04 CUSTOMER BILLING RECORDS	FE + 3	FY06-07					
621996979	GR1025-27a AR RECORDS (UT Deposits)	FE + 3	7/1/09-9/30/09					
621996984	UT5000-11 METER READING RECORDS	3	FY08-09					
621996985	GR1025-27a AR RECORDS (UT Deposits)	FE + 3	9/1/08-11/30/08					
621996987	GR1025-27a AR RECORDS (UT Deposits)	FE + 3	12/1/08-03/31/09					
712146481	UT5000-11 METER READING RECORDS	FE + 3	FY09-10					
621989716	UT5000-04 CUSTOMER BILLING RECORDS	FE + 3	FY93-94					
621989681	UT5000-04 CUSTOMER BILLING RECORDS	FE + 3	FY95-96					

Boxes = 12

Legend
Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent
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Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives
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Records Disposition Log

Prepared by Records Liaison: Veronica Briones - PG3 Date 7/13/21
 Director Approval Signature: *Lydia Mellini* Date 7/13/2021
 RMO Approval Signature: _____ Date _____

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
621989596	GR1025-27a AR RECORDS (UT Deposits)	FE + 3	1990					
621989602	GR1025-27a AR RECORDS (UT Receipt books)	FE + 3	FY89-91					
557015714	GR1025-27a AR RECORDS (UT Receipt books)	FE + 3	FY99-00					
557015698	GR1025-27a AR RECORDS (UT Deposits)	FE + 3	FY95-96					

Boxes = 4

Legend
Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent
Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed
Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives
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