

REQUEST FOR AUTHORITY TO DISPOSE OF STATE RECORDS

Texas State Library - Records Management Division

RMD 102 (6/92)

Refer to instructions on reverse before completing.
Use typewriter or computer to complete this form.

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, in Cubic Feet

Under provisions of Texas Government Code 441.035(e) Act of the 72nd Legislature, 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. The records have fulfilled their retention requirements.
10. Microphotographic reproductions of the records, complying with the minimum standards established by the American National Standards Institute (ANSI), have been made and certified as original records for all legal purposes. The type and quality of the reproduction will fulfill the retention requirements of the original records.
- 10a. The records are essential (vital) records as defined by Texas Government Code 441.052, Act of the 70th Legislature. A preservation duplicate of the original microphotographic reproduction has been made and preserved in compliance with this Statute.
- 10b. The records are non-essential and therefore a preservation duplicate is not required.

11. DESCRIPTION OF RECORDS

Includes Records Series Titles, Records Series Numbers (if applicable). If records are in storage at the Texas State Library Records Center, include Locator Numbers, and Transfer Dates, or attach a copy of the Transmittal Forms (Tx-R-5 or RMD 101) to this form.

FOR RECORDS MANAGEMENT DIVISION USE ONLY

APPROVALS

12. Agency Head/Records Administrator	13. Director & Librarian	14. State Auditor (If Required, See Reverse)
Date:	Date:	Date:

Reproduction of this form at the agency level is authorized.