



UNIVERSITY OF TEXAS AT SAN ANTONIO  
REQUEST TO TRANSFER RECORDS TO UNIVERSITY ARCHIVES

DEPARTMENT: Library – Office of the Dean      DATE PREPARED: August 31, 2009

CONTACT PERSON: Candace Bass      EXTENSION: 7464

*Retention Schedule Agency Item #	Item Description & Volume (# of boxes)	Inclusive Dates	Restrictions
1.1.107	Library Dean’s correspondence (<1 box)	2005-2006	None
1.1.155	Library Strategic Plan (<1 box)	2003	None
1.1.158	Library Management Team minutes (<1 box)	2000-2009	None
1.4.100	SACS accreditation files (1 box)	1989	None
4.7.114	Files on library donors and contributions (4 boxes)	2000-2009	<b>NOT OPEN TO PUBLIC</b>

I hereby certify that, to the best of my knowledge, all state and federal audits have been completed and that no legal actions or investigations are pending for the above-listed records.

Krisellen Maloney  
Dean or Administrative Officer (signature)

Krisellen Maloney  
Dean or Administrative Officer

Dean of Libraries  
Title

**MAIL TO:** University Archivist  
UTSA Archives  
HemisFair Park Campus

\* Available: <http://www.utsa.edu/pds/records/forms/SLR105UTSA.pdf>

For Archives Use Only

**ACTION:**

Approved

- Send to University Archives
- Transfer to Retention Facility for retention
- Transfer to Retention Facility for destruction
- Department to retain until \_\_\_\_\_

Date, Initials

\_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_

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