

INSTRUCTIONS FOR COMPLETING RECORDS DISPOSITION LOG

- Step 1. Enter the *Agency Item Number* and *Records Series Title* from Field 5 and 6 of the Records Retention Schedule (SLR 105).
- Step 2. Enter the total retention period from Field 7 of the SLR 105.
- Step 3. Enter the beginning and ending dates of the records to be disposed.
- Step 4. Enter the amount of material to be disposed. (i.e. 1 folder, 1 cubic foot, 1 linear foot)
- Step 5. Indicate the appropriate method of final disposition:
- A - Contact Archives (Archival Code in Field 8 of the SLR 105).
 - E - Erase magnetic media
 - R - Recycle.
 - S - Shred
 - T - Toss for trash pick-up.
- **ALL CONFIDENTIAL RECORDS MUST BE SHREDDED.**
- Step 6 The person authorizing disposition of the records series signs and dates the log.

NOTE: The records disposition log is maintained in the department responsible for disposing of the records until the end of the fiscal year and is then forwarded to the records administrator.

QUESTIONS? Contact Linda Reynolds, Director, East Texas Research Center, x4100.