

SFA Records Disposal Log

Please send form to:

SFA Records Management
Box 13055
or

recordsmanagement@sfasu.edu

as an attachment

[Click here for instructions for this form](#)

For assistance

Email: recordsmanagement@sfasu.edu

Call: 936-468-1562

Department or Office:

Address: P.O. Box _____, SFA Station

Telephone:

Email:

Agency Item No. (From Retention Schedule)	Record Series Title (From Retention Schedule)	Retention Period	Inclusive Dates	Size/ Amount	Method	Digitized to ImageNow
SFA1.1.17	Correspondence-Administrative	4 years	2006-2012	2 ft & 1GB	Shred & Delete	No

I hereby certify that the above records were destroyed in compliance with the Texas State Library and Archives Commission. Typed signature will be accepted if sending via email

Signature

Date

Print name and title