

INSTRUCTIONS FOR COMPLETING RECORDS DISPOSAL 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, 2MB)
- Step 5. Indicate the appropriate method of final disposition:

E - Erase magnetic media

R - Recycle.

S - Shred

T - Toss in Trash

I - Transfer to Archives (Archival Code in Field 8)

O - Review by Archivist (Archival Code in Field 8)

• ALL CONFIDENTIAL RECORDS MUST BE SHREDDED.

- Step 6 Yes or No the records were digitized and imported into ImageNow
- Step 7 The person authorizing disposal of the records series signs and dates the log.

NOTE: The original disposal log can be sent to the SFA records manager in the ETRC at any time during the fiscal year. The log does not have to be full.

QUESTIONS?

Contact the East Texas Research Center, x1562 or recordsmanagement@sfasu.edu