



## INSTRUCTIONS FOR COMPLETING THE RECORDS DISPOSITION LOG

1. Enter the Records Series Title from the Applicable Records Retention Schedule (SD, GR, EL, TX or PS).
2. Item Number from the Applicable Records Retention Schedule (SD, GR, EL, TX or PS).
3. Enter the total retention period from the Applicable Records Retention Schedule.
4. Enter the beginning and ending dates of the records.
5. Enter the volume, in cubic feet, of the records (Length x Width x Height = CFT).
6. Indicate the appropriate method of final disposition:
  - AR – Send to Archives.
  - GD – Garbage/Trash Disposal.
  - RC – Recycle.
  - SH – Shred.
  - IM – Image/Scanned to Electronic Format.

**\*\* ALL CONFIDENTIAL RECORDS MUST BE SHREDEDDED!!**
7. The person authorizing the disposal of the records must sign the log.
8. Enter the actual date on which the records are disposed of.
9. Forward the original disposition log to the Records Management Office upon completion of disposal.

If you have any questions concerning the disposition of records, contact Records Management at (903) 262-3073 or 262-3148.