

Instructions for Completing Records Disposition Log

Step 1. Enter the Records Series Title from *Field 6* of the Records Retention Schedule.

Step 2. Enter the total retention period from *Field 7* of the Records Retention Schedule.

Step 3. Enter the beginning and ending dates of the records.

Step 4. Indicate the appropriate method of final disposition:

A -- Archives (Archival Code in Field 9 of the Retention Schedule)

R -- Recycle.

S -- Shred*

T -- Toss for trash pick-up.

***ALL CONFIDENTIAL RECORDS MUST BE CROSS SHREDED OR OTHERWISE RENDERED UNREADABLE.**

Step 5. The Department Head authorizing disposition of the records series signs the log.

Step 6. After the log is completed and the signature authorizing disposition has been obtained, dispose the records as approved. Enter the volume of the records in number of boxes and record the actual date of records disposition.

Step 7. Keep the original completed records disposition log in the department and forward a copy to Tasmina Quddus at A.I. Thomas Building, Room 119.