

Records Disposition Log

Prepared by: Name _____ Date _____

Manager Approval Signature: _____ Date _____

RMO Approval Signature: _____ Date _____



Lamar State College — Orange —

Information from the Records Retention Schedule

**Disposition
Method: See
legend below**

Enter “X” after
approved →

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

See Att (See Attachment): Put an X in this field if there is an attachment giving more detail about the records being destroyed.