

# 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 →

Record Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att

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*Retention Period Codes:* FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent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