



# Lamar University

## Records Disposition Log

This form is designed to accompany the official Lamar University Records Retention Schedule as certified in DATE and as posed on the Records Management Web page: WEBPAGE.

**Caution:** A state record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of a retention period for the record set by the Texas State Library and Archives Commission or the approved records retention schedule of the agency until the completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later.

Printed Name:	
Must be the name of an employee authorized to maintain and dispose of departmental records (cannot be a student worker).	
Title:	
Phone:	
Department/Office	
Location:	

1. Record Series	2. Record Series Title	3. Retention Period	4. Start Date	5. End Date	6. Amount of Records	7. Disposition Method	8. Disposition Date

The Records Manager's signature in this box means the information listed above was checked for compliance with our certified retention schedule and the requestor my dispose of the records as list on this form.	
University Records Manager:	Date:

With my signature below, I verify that records listed above were disposed by the method indicated above in accordance with the Lamar University Records Retention Schedule.	
Signature of person who verified records are disposed:	Date:

# Instructions for Lamar University Records Disposition Log

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Step 1: Provide the name and title of person responsible for maintaining these records, as well as the office and building location.

Step 2: For each record series you wish to dispose, complete columns 1-7. Use the retention period (Column 3) to determine your end date (Column 5). Reference the instructions below when completing columns 1-7.

Step 3: STOP. Forward this PDF as an attachment via e-mail to the Records Manager for approval prior to any disposition activity.

Step 4: When approval is received and disposition is finished, complete column 8. Print, then sign and date the form below.

Step 5: Send the original signed document via campus mail to Penny Clark, Box 10021, Mary and John Gray Library. This step is required for compliance with State recordkeeping laws.

## Instructions for Columns 1-7

- Record Series
  - *Number from the RSS*
- Record Series Title
  - *Enter title exactly as it appears in the RRS. Add additional information as needed to clarify. For records with AC (event) retention, start and end dates are based on the event date (end of the semester, last date of attendance, etc.) For records with a FE (fiscal year end) date, keep the entire fiscal year together as one unit and use FE dates (m/dd/yyyy).*
- Retention Period
  - *From the RRS. If AC or FE based, use those dates in in columns 4 & 5.*
- Start Date
  - *Oldest record to dispose. Need year plus month, semester, or FY as indicated in column 3.*
- End Date
  - *Most recent record to dispose. Need year plus month, semester, or FY as indicated in column 3.*
- Amount of Records
  - *Measure paper records in inches. Report disposition of e-records however system allows.*
- Disposition Method
  - *SH= Shred*
  - *TR=Placed in trash*
  - *RC=placed in recycle bin*
  - *UA=Transfer to University Archives*
- Disposition Date
  - *The date(s) the records were actually disposed.*