



## Instructions for Completing Records Disposition Log

**Section 1.** Enter the Agency Item Number and Records Series Title from *Fields 3 & 5* of the Records Retention Schedule.

**Section 2.** Enter the retention code period from *Field 7& 8* of the Records Retention Schedule.

**Section 3.** Enter the beginning and ending dates of the records.

**Section 4.** Indicate the appropriate method of final disposition:

A -- Archives (Archival Code in *Field 10* of the Retention Schedule)

S -- Shred\*

D -- Delete

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

**Section 5.** Enter the name of the Department Head who authorizing the records disposition for the records series.

**Section 6.** Enter the volume of the records in number with indicator of measurement:

P – Pages

B – Boxes

F – Files

**Section 7.** Enter the date of the records disposition.

Keep the original completed records disposition log in the department and forward a copy to the Records Officer at the end of fiscal with your departments Annual Retention State Records Certification Form.