

## INSTRUCTIONS FOR COMPLETING THE RECORDS DISPOSITION LOG

---

1. Enter the Record Series Title and Agency Item Number, Fields 5 and 6 of the SLR 105, Record Retention Schedule.
2. Enter the total retention period, Field 7, of the SLR 105.
3. Enter the beginning and ending dates of the records.
4. Enter the volume, in cubic feet, of the records.
5. Indicate the appropriate method of final disposition:
  - AR - Send to Archives
  - GD - Garbage/Trash Disposal
  - RC - Recycle
  - SH - Shred\*

\* ALL CONFIDENTIAL RECORDS MUST BE SHREDDED.
6. The person authorizing the disposal of the records must sign the log.
7. Enter the actual date on which the records are disposed of.
8. Forward the original disposition logs for each department to the agency records administrator.

If you have any questions concerning the dispositions of records, contact your agency records administrator.