

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 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 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 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:	

Instructions for Lamar University Records Disposition Log

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). Refer to the instructions below when completing columns 1-

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.