



# 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.