RECORDS DISPOSITION LOG Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

State University of New York at Fredonia

Records must meet the minimum retention periods set forth in the [SUNY Records Retention and Disposition Policy](http://www.suny.edu/sunypp/documents.cfm?doc_id=650) OR the [NYS General Retention Schedule](http://www.archives.nysed.gov/a/records/mr_pub_genschedule_accessible.html) prior to disposal. Completed form should be returned to Amy Beers at: Amy.Beers@fredonia.edu or 405 Maytum Hall.

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| Department:       | Preparer of Form:       |
| 1.Description of Record(s) | 2.Record Year(s) | 4.DispositionMethod | 5. **SIGNATURE** Authorizing Disposition | 6. Disposition Date | 7. Schedule and Section Sited |
|       |       |       |       |       |       |
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 Disposition methods include: Thermal destruction, Shred, Recycle, Delete. ALL records containing CONFIDENTIAL information must be thermally destroyed or shredded. Schedule and Section sited are

 found in the [SUNY Records Retention and Disposition Policy](http://www.suny.edu/sunypp/documents.cfm?doc_id=650) and/or the [NYS General Retention Schedule](http://www.archives.nysed.gov/a/records/mr_pub_genschedule_accessible.html).