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](mailto: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.  Disposition  Method | 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).