

Records Disposition Log

State Bar of Texas Department	Employee Name	Employee Title	Year

This form serves to officially track the **disposition** (destruction or transfer to Archives) of State Bar of Texas operating records, in order to fulfill records management requirements. It is intended to be used in conjunction with the State Bar's **RECORDS RETENTION SCHEDULE** and should be retained for 10 years after most recent entry.

If a field below does not apply to a particular disposition action, enter n/a in that field.

Disposition Action Codes: **TTA** = Transferred to archives, **SH** = Shredded, **RC** = Recycled, **DE** = Deleted

Disposition Date	Records Series Item No.*	Agency Item No.*	Record Series Title/ Description of Records*	Retention period*	Date Range of Records	Volume of Materials (pages, inches, megabytes)	Signature Authorizing Disposition	Disposition Action Taken (Use code)

* These fields are defined by the Records Retention Schedule

Records Disposition Log

State Bar of Texas Department	Employee Name	Employee Title	Year
[Your Department Name Here]	[Your Name Here]	[Your Title Here]	2019

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3/1/2019	1.1.008	SBOT-02	General correspondence emails	2 years	12/1/2016 - 3/1/2017	500 MB	<i>Dept. Head Signature</i>	DE
3/12/2019	1.3.002	SBOT-28	TYLA brochure drafts	AV	2017	1 folder	<i>Archivist Signature</i>	RC
4/1/2019	1.1.038	SBOT-31	CLE course survey responses	AC	Jan. - June 2017	350 MB	<i>Dept. Head Signature</i>	DE
4/4/2019	N/A	SBOT-43	Public Affairs Committee Meeting Minutes	2	2005-2016	12 folders	<i>Archivist Signature</i>	TTA
6/1/2019	4.7.002	ACC-33	Construction Law Section Bank Statements	FE + 3	6/1/2015 - 5/31/2016	12 PDF files	<i>Dept. Head Signature</i>	SH

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