

Tips for an Approved Final Disposition Log (FDL)

Completing an FDL does not have to be a daunting task. We want the process of disposing records to be easy and approval to dispose to be prompt so that you can free up space in your unit. These are some general tips to look for before submitting your FDL so that you can get a rapid approval.

Records

- Each document that you have is a record and each record corresponds to the Records Retention Schedule (RRS) which is the policy of the university.
- Sort your records according to the matching items on the RRS for easy logging.

Completing the form

- Ensure you are using the most current FDL
- Make sure the FDL matches the RRS. The Record Series Item Number, UNT Item Number, Records Series Title, and the Retention period has to match the schedule verbatim. If it does not match your log will not be approved.
- Please make sure to denote cubic feet to the best of your ability.
 - You may use the Cubic Foot Calculator on the second tab of the FDL or you may use the chart provided on records@unt.edu.
- If you have electronic files simply write the total number of KBs, GBs, MBs, etc.
- Space on the FDL is limited. For additional information such as months or notes, please use the “Remarks” field. If the “Remarks” field does not provide enough space, please use the comments section on the back of the FDL.
 - Be sure to reference the corresponding line number.

Dates of Records

- When entering dates of records make sure you check whether or not the retention is FE (Fiscal Year End).
 - If a records retention period is FE the Dates of records must reflect this.
 - Example of accepted FE dates are listed below:
 - *Date of Record is - March 2005*
 - FY 2005
 - FE 2005
 - 9/ 1/2004 – 8/31/2005
 - *Dates of the records are - March 1, 2003-February 28, 2005*
 - FY 2003- FY 2005
 - FE 2003- FE 2005
 - 9/1/2002 – 8/31/2005
 - The only time FE or FY does not need to be denoted is if the Retention period does not indicate it.

Considerations

- Records should not be disposed of prior to approval from the Institutional Records Management Program Office.
- Illegible and blurry scans will not be approved as the final record held by our office will be retained as the final and original record.
- Please ensure that your scanner is set to the highest resolution for the best clarity of the document.
- If you have issues with blurriness you can always send the document through intercampus mail.
- If you are unsure as to whether an item is on the schedule you can always contact our office at records@unt.edu or by contacting Asa Johnson Chief Records Management Representative 940.565.4142.