

Prepared by: _____ Date: _____

Unit Manager Signature: _____ Date: _____

Legal Counsel Signature: _____ Date: _____

RMO Signature: _____ Date: _____

Information from the Records Retention Schedule			Inclusive Dates		Method and Quantity		Approval Date and Initial		See Att
Matches corresponding series on schedules adopted by the government or internal amendments, if applicable. Add a description if title does not convey the nature and purpose of the record.			Starting and ending dates of the records to be destroyed under each records series. (MM/YY)		R/Recycle (open records only); S/Shred; D/Delete; A/Archives Appx. volume of records: ft., in., # of boxes, GB, etc.		The date of actual disposition and approval of each series.		
Record Number	Record Series Title	Retention Period	Start	End	Action	Quantity	Date	Initial	X
			Date	Date					
			Date	Date					
			Date	Date					
			Date	Date					
			Date	Date					
			Date	Date					
			Date	Date					
			Date	Date					
			Date	Date					

Disposition Log

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Name of Local Government: Texas Military Department

Disposition Log

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Disposition Log

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Name of Local Government: Texas Military Department

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Disposition Log

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Disposition Log

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Disposition Log

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Disposition Log

Disposition Log

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Disposition Log Name of Local Government: Texas Military Department

Name of Local Government: Texas Military Department

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