**STATE OF OKLAHOMA**
**ARCHIVES AND RECORDS COMMISSION**

**AGENCY NOTICE OF INTENT TO DESTROY RECORDS THAT HAVE BEEN IMAGED**

<table>
<thead>
<tr>
<th>Name of Agency</th>
<th>Date Prepared</th>
<th>Date Received (leave blank)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Division</th>
<th>Phone Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Schedule or RDA Number</th>
<th>Series Number</th>
<th>Series Title</th>
<th>Inclusive Dates of Records</th>
<th>Disk Number</th>
</tr>
</thead>
</table>

I hereby certify that for the above listed records, all state and federal audits have been completed, all applicable audit reports have been accepted and resolved by all applicable federal and state agencies; all records have been successfully entered on disk and a back up copy of the disk is stored in an off site storage area that meets all criteria specified in Archives and Records Commission Rule 60:10-8-5(e), or in lieu of a back up disk, all data is being maintained on permanent microfilm being stored off site that meets all standards for authenticity, photographic quality, and bibliographic integrity required by Archives and Records Commission Rule 60:10-7-2; and no legal actions are pending.

---------------------------------  ----------------------------------
Signature of Agency Official      Title of Agency Official

__________________________  APPROVED

__________________________  DENIED

______________________________________________
Signature of State Records Administrator or Designee

______________________________________________
Date

**ARC Form 12**
Rev. 07/99

WHITE - Archives and Records Commission Copy
GREEN - Records Management Division Copy
YELLOW - Agency Copy

SUBMIT ALL THREE COPIES TO THE STATE RECORDS ADMINISTRATOR