

STATE OF OKLAHOMA
ARCHIVES AND RECORDS COMMISSION
AGENCY NOTICE OF INTENT TO DESTROY RECORDS THAT HAVE BEEN IMAGED

Name of Agency		Date Prepared		Date Received (leave blank)	
Name of Division				Phone Number	
Schedule or RDA Number	Series Number	Series Title	Inclusive Dates of Records	Disk Number	

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

 Signature of State Records Administrator or Designee

_____ DENIED

 Date

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

ARC Form 12
 Rev. 07/99

SUBMIT ALL THREE COPIES TO THE STATE RECORDS ADMINISTRATOR