



**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

Submit to the State Archives and Records Management Division at
archives@libraries.ok.gov

ARC Form 12
Rev. 02/2022