

STATE OF OKLAHOMA

ARCHIVES AND RECORDS COMMISSION

CONSOLIDATED RECORDS DISPOSITION NUMBER _____

Name of Agency

Date

Name of Division

This document is a compilation of the existing Records Disposition Schedule for the Agency noted above, including all amendments, as approved by the Archives and Records Commission.

As required by OAC 60:10-3-2(b) of the Rules and Regulations of the Archives and Records Commission, the State Administrator must be notified thirty (30) days in advance of any destruction of records carried out in accordance with this Records Disposition Schedule/Records Disposition Authorization. Notification shall be submitted on one of the following forms:

- ARC Form 4, (Notice of Intent to Destroy Records)
- ARC Form 5 (Notice of Intent to Destroy Records That Have Been Microfilmed), accompanied by
- ARC Form 5A (Microform Quality Evaluation)
- ARC Form 6 (Notice of Intent to Destroy Microforms),
- ARC Form 12 (Notice of Intent to Destroy Records That Have Been Imaged)
- ARC Form 13 (Notice of Intent to Destroy Optical Disks), or
- ARC Form 14 (Notice of Intent to Delete Information From Rewritable Optical Disks)

Each form must list the Records Disposition Schedule/Records Disposition Authorization Number, the names of the records series involved, inclusive dates, and the number of cubic feet, reels, or optical disks to be destroyed, or the files to be deleted from rewritable optical disks.

Office of Government Information