

STATE OF OKLAHOMA
ARCHIVES AND RECORDS COMMISSION
COVER SHEET

Records Disposition Schedule _____

Amendment to Records Disposition Schedule _____

Records Disposition Authorization _____

Name of Agency

Date Approved by Archives and Records Commission

Name of Division

As required by OAC 60:10-3-2(b) of the Rules and Regulations of the Archives and Records Commission, the State Records 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 on submitted on one of the following forms:

Chairman

- ARC Form 4, (Notice of Intent to Destroy)
- 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)

Lieutenant Governor

State Auditor and Inspector

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.

State Treasurer

Signature of Agency Head

State Librarian and State Records Administrator

Title

Date