

**STATE OF OKLAHOMA**  
**ARCHIVES AND RECORDS COMMISSION**  
**NOTICE OF INTENT TO DESTROY OPTICAL DISKS**

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 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 13  
 Rev. 07/99

**SUBMIT ALL THREE COPIES TO THE STATE RECORDS ADMINISTRATOR**