

STATE OF OKLAHOMA
ARCHIVES AND RECORDS COMMISSION

NOTICE OF INTENT TO DELETE INFORMATION FROM REWRITABLE 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 14
Rev. 07/99

SUBMIT ALL THREE COPIES TO THE STATE RECORDS ADMINISTRATOR