

**OKLAHOMA STATE UNIVERSITY
NOTICE OF ITEMS FOR DESTRUCTION OR FOR TRANSFER TO ARCHIVES**

- Request to destroy records**
 Request to transfer records to University Archives

DEPARTMENT _____ DATE PREPARED _____

CONTACT PERSON _____ EXTENSION _____

| Inclusive Dates | *General Records Disposition Schedule Records Series # | Item Description & Volume (cubic feet) |
|------------------------|---|---|
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I hereby certify that, to the best of my knowledge, all state and federal audits have been completed and that no legal actions or investigations are pending for the above listed records.

Dean or Administrative Officer

Title

MAIL TO: Dr. Jennifer Paustenbaugh, Associate Dean
223 Edmon Low Library
Oklahoma State University
Stillwater, OK 74078-1071
405-744-9778

* Available: <http://www.odl.state.ok.us/oar/recordsmgmt/grds-education.htm>

For Office Use Only

ACTION:

| | | |
|--------------------------|---------------------------------------|---------------------------------------|
| Approved | | Taken (date and initials) |
| <input type="checkbox"/> | Destruction of Records-Suzanne Frits | <input type="checkbox"/> _____, _____ |
| <input type="checkbox"/> | Destruction of Records-Univ. Archives | <input type="checkbox"/> _____, _____ |
| <input type="checkbox"/> | Send to University Archives | <input type="checkbox"/> _____, _____ |
| <input type="checkbox"/> | Department to retain until | <input type="checkbox"/> _____, _____ |

Copy To: University Archives