**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **\*General Records** |  |
| **Disposition** |  |
| **Schedule Records** |  |
| **Inclusive Dates Series #** | **Item Description & Volume (cubic feet)** |

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:**  David Peters

Special Collections & University Archives

Edmon Low Library Annex

Oklahoma State University

Stillwater, OK 74078-1071 405-744-6597

\* Available: http://www.odl.state.ok.us/oar/recordsmgt/grds-education.htm

|  |  |  |  |
| --- | --- | --- | --- |
| ACTION: | For Office Use Only |  |  |
|  |  |  |
| Approved |  | Taken (date and initials) |  |
| [ | ] | Destruction of Records-Stephanie Jones | [ ]\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_ |  |
| [ | ] | Destruction of Records-Univ. Archives | [ ]\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_ |  |
| [ | ] | Send to University Archives | [ ]\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_ |  |
| [ | ] | Department to retain until | [ ]\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_ |  |
| Copy To: |  | University Archives |  |  |

G:\Records\DestroyTransferRequest.doc Last revised 21 July 2014