

STATE OF OKLAHOMA
ARCHIVES AND RECORDS COMMISSION
AGENCY NOTICE OF INTENT TO DESTROY RECORDS

Name of Agency Oklahoma Dept of Career and Technology Education	Date Prepared	Date Received (leave blank) Dept of Libraries fills in
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Name of Division / Division # full name of your division + division # (Financial Services / 25)	Phone Number / Name full phone # / preparers name
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Schedule or RDA Number	Series Number	Series Title	Inclusive Dates of Records	Volume Cubic Feet
2017-01 if using CT Schedule or GRDS if using state schedule	series # from 2017-01 or series # from GRDS	Series Title will be in whichever schedule you are using. Title will be in bold print to right of the series #. (do not right description of records)	Actual dates of records you want to destroy. From earliest to latest date	1 central storage box = approx. 1 cubic ft
EXAMPLES:				
2017-01	34-17	Accounts Receivable Records	Jul 2012 - Jun 2013	2 CF
GRDS	2-41	Inventories	01.01.2011 - 07.31.2012	< 1 CF

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.

CT Records Management Coordinator sign here

Signature of Agency Official

RMC

Title of Agency Official

_____ APPROVED

_____ DENIED

OK Dept of Libraries/Archives signs here

Signature of State Records Administrator or Designee

Date OK Dept of Libraries approved or denied request

Date