

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

<b>Inclusive Dates</b>	<b>*General Records Disposition Schedule Records Series #</b>	<b>Item Description &amp; Volume (cubic feet)</b>

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  
**204 Edmon Low Library**  
**Oklahoma State University**  
 Stillwater, OK 74078  
 405-744-6311

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

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**For Office Use Only**

<b><u>ACTION:</u></b>		
Approved		Taken (date and initials)
<input type="checkbox"/> Destruction of Records-Stephanie Jones		<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