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___________________

<table>
<thead>
<tr>
<th>Inclusive Dates</th>
<th>*General Records Disposition Schedule Records Series #</th>
<th>Item Description &amp; Volume (cubic feet)</th>
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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: Benjamin Hedges
204 Edmon Low Library
Oklahoma State University
Stillwater, OK 74078
405-744-6311


For Office Use Only

ACTION: Approved
[  ] Destruction of Records-Suzanne Frits [  ]____________, ________
[  ] Destruction of Records-Univ. Archives [  ]____________, ________
[  ] Send to University Archives [  ]____________, ________
[  ] Department to retain until [  ]____________, ________

Copy To: University Archives

Last revised: 8-2-2022