

Has the purpose of the personal data record(s) relating to the individual been satisfied?

Yes No

If NO, please explain:

Is there any legal action for which the personal data record(s) should be held?

Yes No

If YES, please explain:

Are there any claims pending for which the personal data record(s) relating to the individual should be held?

Yes No

If YES, please explain:

Has the administrative value of the personal data record(s) to the organization been satisfied?

Yes No

If NO, please explain:

Is there any fiscal value of the personal data record(s) of the individual for which the record(s) should be held?

Yes No

If YES, please explain:

I hereby certify that the above statements are true and that no record(s) listed, in our opinion, pertain(s) to any pending or foreseeable case, claim, or action for which the statute of limitation has not run out.

AGENCY AUTHORIZATION	RECORDS CUSTODIAN <i>(type or print)</i> :	RECORDS CUSTODIAN SIGNATURE:	DATE SIGNED:
	RMLO <i>(type or print)</i> :	RMLO SIGNATURE:	DATE SIGNED:

OFFICE USE ONLY

AUTHORIZATION EXCEPTIONS:

PUBLIC RECORDS AUTHORIZATION	APPROVED (Signature of State Archivist):	DATE SIGNED:
	APPROVED (Signature of Public Records Administrator):	DATE SIGNED: