OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES
INFORMATION MANAGEMENT
4200 SURFACE ROAD
COLUMBUS, OH 43228-1395
PHONE (614) 752-0003

CERTIFICATE OF RECORDS DISPOSAL

MEDIUM CODES	DISPOSAL CODES	
P-PAPER	B-BURN	E-ERASURE
M-MICROFORM	S-SHRED	A-ARCHIVES
E-MACHINE READABLE RECORD	W-DISPOSE OF AS WASTE PAPER	

Agency	Division/Institution	Section/Unit

Authorization No.	Agency Series No. or General Schedule No.	Record Series Title	Inclusive Dates of Records		Volume Disposed (Cubic Feet)	Date of Disposal	SEE CODES ABOVE	
			From	To			Medium Code	Method of Disposal
			Month/Year	Month/Year		Month/Year		
					Total			

I hereby certify that the records listed have been disposed of according to approved schedules of retention and destruction or General Schedules authorizing disposal of records as required by Ohio Revised Code Section 149.333. No record has been destroyed which, in my opinion, pertains to any pending case, claim, audit, or action.

Authorized Agency Official	Date

ADM 3504 (Rev. 3/93)

Distribution:
White - Submit to: Information Management 4200 Surface Rd. Col. OH 43228-1395
Canary - Submit to: State Archives, Ohio Historical Society 1985 Velma Ave. Col., OH 43211
Pink - Agency File