OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES
INFORMATION MANAGEMENT
4200 SURFACE ROAD
COLUMBUS OH 43228-1395
614.466-1105 VOICE

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

CERTIFICATE OF RECORDS DISPOSAL

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