

**CERTIFICATE OF COMPLIANCE FOR**  
**AGENCY RECORDS RETENTION SCHEDULES**

ORC 149.34 (C and E) states that every state agency within the executive branch must complete records retention schedules for all public records under jurisdiction of the agency, within one year after the date of creation or receipt of each specific record series. (This includes all paper, electronic, micrographic, and audiovisual records.)

In order to document agency compliance with this mandate, DAS, under authority granted in ORC 149.33 (G), issued Directive No. 01-16 that requires all executive agencies to annually file this certificate with the DAS State Records Administrator (by December 31 every year beginning calendar year 2003).

- All record series within our agency are currently covered by approved records retention schedules.
- Not all record series are covered by approved records retention schedules. However, our remedial plan has been approved by the DAS State Records Administrator and full compliance is expected by \_\_\_\_\_.
- Not all record series are covered by approved records retention schedules. Our agency does not have an approved remedial plan.

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Name of Agency

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Director

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Records Officer

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Date

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Date