Notice to Lift Audit Hold/Resume Normal Disposition of Records

Division of Records Management Use Only Received by: _____ Audit Hold Number:_____

Date Received:_____ Date Implemented:_____

From:

To: Division of Records Management
600 West Main St.
PO Box 1747
Jefferson City, MO 65102

Agency Director or Records Custodian (Print or Type)	Email	
	Telephone	Fax
Agency Director or Records Custodian (Signature)	Date	
Audit or Subject Matter		

The above agency notifies the Office of the Secretary of State, Division of Records Management that the disposition process for records located in the State Records Center may resume. Other audit and legal holds that the agency may have in place with the Division of Records Management will remain in effect.

Upon receipt, the Division of Records Management will provide confirmation that this form has been both received and acted upon. The confirmation of implementation and any future inquiries Records Management may have concerning this hold will be addressed to the individual above.

Agency Record Series – Audit Hold to Be Lifted

Enter the Record Series numbers as found on the Agency Disposition Schedule or Missouri General Retention Schedule in each box below. Under date span, please enter the beginning and end year dates for the boxes that are to have their audit hold removed. If an audit hold is only being lifted on specific boxes, please leave blank and use the next page.

Record Series Number or Title	Year Span	Record Series Number or Title	Year Span

Page ____ of _____

<u>Division of Records Management Use Only</u>

Audit Hold Number__________

<u>Agency Boxes – Audit Hold to Be Lifted</u>

Enter the box barcode numbers below. If only audit holds on Record Series are to be lifted, please leave blank and use the previous page.

Signer’s Initials