

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 records(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 records(s) of the individual for which the record(s) should be held? Yes No If YES, please explain:

LOCAL GOVERNMENT ENTITY AUTHORIZATION	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.		
	CUSTODIAN OF RECORDS (<i>type or print</i>):	SIGNATURE:	
	ADMINISTRATIVE HEAD OF MUNICIPALITY (<i>type or print</i>):	SIGNATURE (<i>in presence of Notary Public</i>):	
Subscribed and sworn to before me:	SIGNED (<i>Notary Public</i>):	DATE:	SEAL:
PUBLIC RECORDS AUTHORIZATION	APPROVED (<i>Public Records Administrator</i>):	DATE:	
	APPROVED (<i>State Archivist</i>):	DATE:	