Notice of Audit Hold/Suspension of 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		

Due to an anticipated or actual audit, 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 is to be suspended by placing them on audit hold.

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 to Be Placed on Audit Hold

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

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

Division of Records Management Use Only

Audit Hold Number__________

Agency Boxes to Be Placed on Audit Hold

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

Signer's Initials