



**INSTRUCTIONS:**

1. Type or print legibly.
2. Forward completed form to IARA, Records Management, IGCS W472.
3. Signature must be signed by hand.

ROLL NUMBER	AGENCY NAME	RECORD SERIES NUMBER	DOCUMENT NUMBER

I hereby certify that this roll of microfilm meets the methods and procedures established by the Indiana Rules of Court - Administrative Rule 6.

Signature of supervisor	Printed name of supervisor	Date ( <i>month, day, year</i> )
-------------------------	----------------------------	----------------------------------

Final destination of the film

☐ Security ☐ Archives ☐ Duplicate ☐ Agency

I hereby certify that this roll of film was inspected and verified frame by frame, according to the methods and procedures established by the Indiana Archives and Records Administration and is consistent with Indiana Rules of Court - Administrative Rule 6. *(Negative responses explained below).* **This inspection to be performed by agency requesting filming.**

Name of agency
----------------

Signature of agency inspector	Printed name of agency inspector	Date ( <i>month, day, year</i> )
Signature of agency supervisor	Printed name of agency supervisor	Date ( <i>month, day, year</i> )

## NEGATIVE RESPONSES EXPLAINED

[illegible]