

For: County Offices

Supplement to Notice CM-488

Approved by:



1 Overview

A

Background

Notice CM-488 provides the deadline for completing duplicate resolutions in SCIMS. After all duplicate resolutions are complete, additional employees will be provided training and authorized access to SCIMS.

B

Purpose

The purposes of this notice are to provide:

- a certification document for certifying that all potential duplicate records in SCIMS within the county have been resolved
- the number of duplicate records in the county as of February 4, 2004.

2 County Office Action

A

Required Action

All employees trained and authorized access to SCIMS shall work together to effectively complete the duplicate resolution process by the required completion date of March 19, 2004.

The CED, as the local SCIMS Security Officer, shall complete and submit a copy of Exhibit 1 to the State Office, PA Section, when all duplicate resolutions are completed according to Notices CM-484 and CM-488.

Note: Potential duplicates for Federal and State Government agencies, as well as national, regional, and State associations, **shall not** be resolved locally. The certification shall be submitted if/when only those records are reflected on the Potential Duplicates Report.

Disposal May 1, 2004	Distribution County Offices
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SCIMS Duplicate Records Resolution Certification

Service Center Name: _____

County(s) Serviced: _____

I certify that as of _____ all duplicate records in SCIMS have been resolved with the exception of records for Federal and State Government agencies, as well as national, regional, and State associations.

Signed: _____

Date: _____

SCIMS Duplicate Records as of February 4, 2004

County	Number of Pending Duplicate Records
Adair	37
Alfalfa	45
Atoka	53
Beaver	71
Beckham	28
Blaine	34
Bryan	14
Caddo	146
Canadian	32
Carter	57
Cherokee	75
Choctaw	20
Cimarron	125
Cleveland	17
Coal	24
Comanche	53
Cotton	29
Craig	9
Creek	2
Custer	45
Delaware	49
Dewey	2
Ellis	23
Garfield	22
Garvin	29
Grady	90
Grant	21
Greer	8
Harmon	28
Harper	16
Haskell	26
Hughes	7
Jackson	116
Jefferson	84
Johnston	2
Kay	52
Kingfisher	25
Kiowa	31
Latimer	57
LeFlore	11

County	Number of Pending Duplicate Records
Lincoln	11
Logan	106
Love	77
McClain	62
McCurtain	207
McIntosh	52
Major	12
Marshall	24
Mayes	81
Murray	16
Muskogee	144
Noble	87
Nowata	32
Okfuskee	3
Oklahoma	55
Okmulgee	47
Osage	107
Ottawa	3
Pawnee	94
Payne	125
Pittsburg	76
Pontotoc	3
Pottawatomie	3
Pushmataha	72
Roger Mills	36
Rogers	71
Seminole	0
Sequoyah	74
Stephens	111
Texas	82
Tillman	69
Tulsa	33
Wagoner	29
Washington	37
Washita	66
Woods	105
Woodward	44
Total	3871