



## Ohio Administrative Code

### Rule 123-1-02 Termination of any state agency, board or commission.

Effective: November 29, 1979

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(A) Pursuant to section 125.82 of the Revised Code, notification to the director of administrative services shall include:

- (1) A copy of the terminating legislation or executive order and the date of termination.
- (2) The steps that have been taken, or will be taken, to transfer all continuing, necessary functions and equipment to another state agency.

(B) The terminating agency shall also notify the director of the office of budget and management of its termination not later than ninety days prior to the specified termination date.

(C) Thirty days prior to the termination date, an amount sufficient to pay all expenses incurred prior to the date on which operations are terminated shall be encumbered by the office of budget and management from the terminating agency's appropriation for the fiscal year in which the agency will terminate.

(D) The office of budget and management will:

- (1) Review and approve the encumbered amount thus insuring that it is sufficient to pay all expenses incurred prior to the agency's termination.
- (2) Insure that final payment of all the terminating agency's employees has been arranged, which payment shall include the value of accumulated vacation leave.
- (3) Approve payments to be made after the agency's termination and prepare and submit the necessary forms for payment.

(E) The department of administrative services, unemployment compensation section, shall certify the



employment status of former employees of the terminated agency.

(F) The terminating agency shall, prior to its termination date, make the necessary arrangements with the state records commission and the state records center of the department of administrative services to transfer the agency's records to the state records center.