

SAMPLE LANGUAGE FOR DECLARATION TO ACCOMPANY
SUBMISSION CD/DVD or USB DRIVE

[PRINTED NAME] declares the following under penalty of perjury:

1. That the attached digital file on [CD/DVD or USB drive] is being submitted in lieu of a paper original;
2. That it is requested that the contents on the [CD/DVD or USB drive] be considered the original;
3. That the digital file is in .pdf format and is a true and correct copy of the original paper report, record, or document;
4. That the .pdf file is searchable (i.e., optical character recognition);
5. That the digital media on the [CD/DVD or USB drive] is free of malware (e.g., self-executing files, viruses, worms, Trojan horses, ransomware, spyware, adware, scareware);
6. That upon request by the Director and/or the Board, the filing party will immediately present to the Director and/or the Board, the original paper report, record, or document(s) on the [CD/DVD or USB drive]; and
7. That the filing party understands that the filing of the [CD/DVD or USB drive] by the Board is not a guarantee of its inclusion as evidence and that the [CD/DVD or USB drive] and the information contained therein is subject to objection and/or exclusion from the record.

DATED: [City, State: Day, Month, Year]

[signature]
[Printed Name]