Oregon Department of Human Services

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Oregon Health Authority

NOTARIAL JOURNAL AGREEMENT

The Notary Oath of Office fee is paid and the notary stamping device and Journal of Notarial Acts are purchased and provided to you by the Department of Human Services (DHS) or Oregon Health Authority (OHA), for the primary purpose of notarization of agency forms and documents. Therefore, the notary stamping device and Journal of Notarial Acts should be available for use during your scheduled work hours.

In addition, pursuant to Oregon Revised Statute 194.152(3) and Oregon Administrative Rule 160-100-0360, the Journal of Notarial Acts must be surrendered to, and will be retained by DHS/OHA for a period not less than ten years after the date of the last act chronicled in the journal in any of the following events:

- Your resignation from the agency;
- Your termination from the agency;
- You cease to be a notary public.

Your signature acknowledges the agreement as outlined above.

Employee/notary name *(printed)*	Employee/notary signature	Date
Manager name *(printed)*	Manager signature	Date

Journal surrender reason:	Date:

Notary signature

Witness signature

Distribution: Original MSC 2122 — agency
Copy of MSC 2122 — notary/employee

Retention: Original *Notarial Agreement* (MSC 2122) and the *Journal of Notarial Acts (upon surrender)* must be retained for not less than ten (10) years after the date of the last journal entry.