

INSTRUCTIONS - FORM RC-1

Explanation of form parts:

- (1) Complete Records Commission address is needed, including the county.
- (2) Fill in the requested information.
- (3) Certification statement of the Records Commission Chairman.
- (4) Shows initial review by the Ohio Historical Society and approval by the Auditor of State.
- (5) Schedule numbers can be expressed in either by a year and item numbering scheme for each records series being scheduled or a unique abbreviated identifier for each office. For example, 97-1, 97-2 or Eng. [Engineer] 1, Eng. 2, etc. It is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- (6) Include the title of the records series and a brief description of each series you wish to schedule. If you are retaining a copy pursuant to 9.01 ORC, state it after your description and clearly state the retention medium such as: microfilm or computer output microfilm (COM). List the beginning and ending months and years covered by the records series. For example, April 1945 to May 1992. Do not use case file or volume numbers.
- (7) For use by the Auditor of State or the Ohio Historical Society-Local Government Records Program (OHS-LGRP).

GENERAL INSTRUCTIONS:

- After completing parts 1-2 and 5-7, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (for counties), 149.39 (for municipalities), 149.41 (for school districts), or 149.42 (for townships) for the makeup of your commission. Your records commission should send the approved form to:

The Ohio Historical Society
State Archives of Ohio
Local Government Records Program
1982 Velma Avenue
Columbus, OH 43211-2497

The phone number is: (614) 297-2553

- The OHS-Local Government Records Program will review this RC-1 and forward it to the Auditor of State's Records Officer, Columbus.
- This RC-1 is in effect when all signatures have been affixed to it. The local records commission and the originating office should retain copies.
- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-Local Government Records Program. The OHS-LGRP will send the RC-3 to the Auditor of State's Records Officer.

APPLICATION FOR ONE-TIME DISPOSAL OF OBSOLETE RECORDS

(1) TO: _____ Records Commission _____ Telephone Number _____

 (address) (city) (zip code) (county)

(2) FROM: _____
 (political subdivision name) (unit)

 (signature of responsible official) (name) (title) (date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. This was approved on _____ as reflected by the minutes kept by this commission.

Chairman, Records Commission:

 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

 For the Ohio Auditor of State Date

(5)

(6)

(7)

Schedule Number	Record Series title, description, and beginning and end dates	For Use by Auditor of State or OHS-LGRP

APPLICATION FOR ONE-TIME DISPOSAL OF OBSOLETE RECORDS CONTINUATION SHEET

FROM: _____
(political subdivision name) (unit)

(5) Schedule Number	(6) Record Series title, description, and beginning and end dates	(7) For Use by Auditor of State or OHS-LGRP

INSTRUCTIONS - FORM RC-2

Explanation of form parts:

- (1) This RC-2 will be mailed back to the Records Commission address shown on this line.
- (2) Complete the requested information.
- (3) Certification statement by the Chairman of the Records Commission.
- (4) Shows initial review by the Ohio Historical Society and approval by the Auditor of State.
- (5) Schedule numbers should be assigned for each records series and format. A "year and item" numbering scheme or a unique abbreviated identifier for each office can be used. For example, 98-1, 98-2 could also be listed as Eng. [Engineer] 1, Eng. 2 etc. The choice is up to each office. The Schedule number is an essential identifier that will be used on your Certificate of Records Disposal (RC-3).
- (6) Include the title of the records series and a brief description of each series you wish to schedule. Clearly show and schedule changes in retention medium such as: paper to microfilm, computer data to computer output microfilm (COM) etc. Assign a schedule number for each medium.
- (7) State the retention period here. Retention periods may be expressed in terms of time (e.g., "retain four years"); in terms of an event or action (e.g., "retain until audited"); or in terms of both (e.g., "retain six months after audit report released").
- (8) State the media type here. Paper, film, disk, magnetic tape, optical disc and other materials on which information can be recorded are each considered a separate medium. Records often exist in more than one medium so separate entries and retention periods should be assigned for each type of medium.
- (9) For use by Ohio Auditor of State and the OHS - Local Government Records Program
- (10) **GENERAL INSTRUCTIONS:**
Complete parts 1-2 and 5-7, and then submit the form to your local records commission for their approval in an open meeting. See Ohio Revised Code Section 149.38 (for counties), 149.39 (for municipalities), 149.41 (for school districts), or 149.42 (for townships) for the makeup of your commission. Your commission should forward this RC-2 form to the Local Government Records Program at the Ohio Historical Society. The OHS - Local Government Records Program will review it and forward it to the Auditor of State's Records Officer, Columbus. Send to:

The Ohio Historical Society
Local Government Records Program (LGRP)
1982 Velma Avenue
Columbus, OH 43211-2497

The phone number is: (614) 297-2553

- This RC-2 is in effect once all the parties listed have signed it. The local records commission and the originating office should retain copies of the signed form. OHS - LGRP will retain the original.
- Remember, at least 15 Business Days before you dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-Local Government Records Program. The OHS-LGRP will send the RC-3 to the Auditor of State's Records Officer, Columbus.
- Never use a microfilm master negative except to create a use copy from it. Contact the Ohio Historical Society, State Archives, Local Government Records Program should you have any questions concerning changes of media for permanent records.

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: _____ Records Commission _____ Telephone Number _____

 (address) (city) (zip code) (county)

(2) FROM: _____
 (political subdivision name) (unit)

 (signature of responsible official) (name) (title) (date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on _____ as reflected by the minutes kept by this commission.

Chairman, Records Commission:

 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

 For the Ohio Auditor of State Date

***SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE**

(5) (6) (7) (8)* (9)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: _____
(political subdivision name) (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP

INSTRUCTIONS - FORM RC-3

USE OF FORM: Serves as a notification to your records commission and to The Ohio Historical Society, State Archives, Local Government Records Program (LGRP), that your office intends to dispose of the records listed on the form. It also provides an opportunity for The Ohio Historical Society LGRP to select for preservation records that have continuing historical value or provide for other disposition under Section 149.31ORC.

WHEN TO USE: Prepare and send this RC-3 a minimum of fifteen (15) business days before the proposed disposal date.

CERTIFICATION / SIGNATURE

This is a legal document representing compliance to the Ohio Revised Code and a commitment to maintain any microfilm master negatives according to American National Standards Institute (ANSI) Standards when the source document is listed for disposal on this RC-3. Therefore, the certification requires the signature of the official responsible for the records.

PREPARATION: Prepare one original and two copies and distribute as follows:

- | | |
|-----------------|---|
| <i>Original</i> | Send the original to the: Ohio Historical Society, State Archives, Local Government Records Program (LGRP), 1982 Velma Ave., Columbus, OH 43211-2497. The OHS-LGRP will send a copy to the Auditor of State's Records Officer on your behalf. |
| <i>Copy 1</i> | Maintain in your files. |
| <i>Copy 2</i> | Send to your records commission. |

NOTE: You will **not** receive a copy of the RC-3 back. RC-3's lacking vital information may be considered voided so be sure the RC-3 is correctly filled out. Your office will be contacted if a record is selected for its historical value or the Auditor of State has a question. Disposition under Section 149.31 ORC is reserved.

EXPLANATION OF COLUMNS

RECORD SERIES TITLE

Enter title of record series as shown on your records retention schedule (RC-2) or one-time disposal (RC-1).

AUTHORIZATION FOR DISPOSAL

Enter the schedule number as shown on your approved RC-1 or RC-2 and the date it was approved by your records commission.

This information is vital for the disposal to take place because it clearly discloses your source of authority.

MEDIA TYPE

List the medium of the record series you are disposing of by this RC - 3. Medium is the physical form of recorded information. Paper, film, disk, magnetic tape, optical disc and other materials on which information can be recorded are each considered a separate medium.

OTHER MEDIA TYPE

If you are retaining the records series in another medium, list each type of medium in which it is being retained. For example: 16mm microfilm, 105mm microfiche, optical disc, and main frame database etc.

INCLUSIVE DATES OF RECORDS

Enter the time period encompassed by the records being disposed of such as: Jan. 1991 to Jan. 1993, etc.

PROPOSED DATE OF DISPOSAL

Enter the proposed disposal date. Remember 15 business days are the minimum and include a few days for the mail to be delivered.

NOTICE CONCERNING MEDIA AND FORMAT CHANGES

Never use a microfilm master negative except to create a use copy from it. Contact the Ohio Historical Society, State Archives, Local Government Records Program should you have any questions concerning changes of media for permanent records.

