



**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**

800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2497

## INSTRUCTIONS - FORM RC-3

- USE OF FORM:** Serves as a notification to your local records commission and to The Ohio Historical Society/State Archives, Local Government Records Program (OHS-LGRP), that your office intends to dispose of the records listed on the form as authorized by an approved RC-2 form. It also provides an opportunity for the OHS-LGRP to select for historical records, or to 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:** 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.
- SUBMISSION:** Send the RC-3 to: [localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org) **OR** The Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program  
800 E. 17<sup>th</sup> Avenue  
Columbus, OH 43211-2497
- OHS-LGRP suggests that the records commission maintains a permanent file of all RC-3 forms.

**NOTE:** Your office or records commission will **not** receive a copy of the RC-3 back. Your office will be contacted if a record is selected for its historical value or if there are questions about the records listed on the form.

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- (1) RECORD SERIES TITLE: Record series title as shown on your retention schedule (RC-2). This information is critical for documenting the disposal; include additional descriptive information if necessary to aid in the appraisal and selection process.
- (2) AUTHORIZATION FOR DISPOSAL: Schedule number marked as needing review by OHS-LGRP as shown on your approved RC-2 and the date it was approved *by your local records commission*.
- (3) MEDIA TYPE (DESTROYED): Medium of the record series you are *disposing of*, for example, paper, film, disk, magnetic tape, optical disc.
- (4) OTHER MEDIA TYPE (RETAINED) If your government plans to *retain* the records series in another medium, list each type of medium in which it is being retained. For example: microfilm, microfiche, optical disc, electronic storage, etc.
- (5) INCLUSIVE DATES OF RECORDS Enter the time period encompassed by the records being disposed of such as: Jan. 2008 to Dec. 2008, etc.
- (6) PROPOSED DATE OF DISPOSAL Enter the proposed disposal date; the OHS-LGRP has *fifteen business days* to review the disposal form. It is recommended that a few extra days for mail delivery be included.
- (7) FOR USE BY OHS-LGRP OHS-LGRP may write clarifying notes or notes about possible records transfers.

### NOTICE CONCERNING MEDIA AND FORMAT CHANGES

The Local Government Records Program strongly discourages the use of electronic formats for long-term retention of records unless the records are also maintained in an eye-readable format such as paper or microfilm. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format. For guidelines on electronic records issues, visit <http://www.ohiohistory.org/ohiojunction/erc/>. **Never use a microfilm master negative except to create a use copy from it.**