

CERTIFICATE OF RECORDS DISPOSAL

RECORDS COMMISSION

DATE \_\_\_\_\_

FROM: _____ (AGENCY) (DIVISION)(TEL. NO.)	LOCATION OF RECORDS
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TO THE OHIO HISTORICAL SOCIETY, ARCHIVES-LIBRARY DIVISION, 1982 Velma Avenue - Columbus, Ohio 43211

ITEM NO.	RECORD SERIES TITLE (Do Not Include Full Description)	AUTHORIZATION FOR DISPOSAL		INCLUSIVE DATES OF RECORDS		QUANTITY	DATE OF DISPOSAL	METHOD OF DISPOSAL				
		SCHED. NO.	R.C. APPROVAL DATE	FROM	TO			Burned	Shred	To Archives	To Landfill	

TO: \_\_\_\_\_ RECORDS COMMISSION--I hereby certify that the records listed have been disposed of according to time periods established by approved Schedules of Retention and Disposition or Applications for One-Time Records Disposal. No record has been destroyed which in our opinion pertains to any pending case, claim, or action.

Signature of Authorized Official \_\_\_\_\_ Date \_\_\_\_\_

(PLEASE SEE INSTRUCTIONS ON REVERSE SIDE)

INSTRUCTIONS: FORM RC-3

USE OF FORM: To serve as a notification of records disposal to the \_\_\_\_\_ Records Commission and to The Ohio Historical Society, Archives-Library Division.

WHEN TO USE: To be prepared and sent 15 days prior to records disposal.

PREPARATION: Prepare original and three copies and submit as follows:

Original            Send the original to the Local Government Specialist at the nearest network center or the Ohio Historical Society, Archives-Library Division, 1982 Velma Avenue, Columbus, Ohio 43211-2497. The Records Specialist or Ohio Historical Society will send a copy to the Auditor of State's Records Officer on your behalf.

Copy                Maintain a copy in your Records Commission files.

NOTE:                You will not receive a copy of the RC-3 back. You will be contacted if any material has historical value.

#### EXPLANATION OF COLUMNS

##### ITEM NO.

Number consecutively 1, 2, 3, 4, etc.

##### RECORD SERIES TITLE

Enter title of record series as shown on schedule or one-time.

##### AUTHORIZATION FOR DISPOSAL

Enter approved schedule or one-time number and date approved by \_\_\_\_\_ Records Commission.

##### INCLUSIVE DATES OF RECORDS

Enter the period covered by the records being disposed of such as: Jan.'59 to Jan.'60, etc.

##### QUANTITY

Indicate cubic feet, volumes, rolls, of microfilm or computer tape. A filled letter-size drawer contains 1.5 cubic feet and a legal-size drawer contains 2.0 cubic feet.

##### DATE OF DISPOSAL

Enter actual date records are to be destroyed.

##### METHOD OF DISPOSAL

Place an "X" in the applicable column to indicate the method of disposal. If method other than the ones indicated was used, show this method by typing across the columnar lines.

##### SIGNATURE

Obtain the signature of the authorized official.