

CERTIFICATE OF RECORDS DISPOSAL

Name of Political Subdivision	Unit	Contact Person	Telephone	Location of Records
Address	City	Zip Code	County	

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the approved Schedules of Retention and Disposition (RC-2) or Application for One-Time Records Disposal (RC-1) listed below. No record will be knowingly disposed of which pertains to any pending case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies.

Signature of Responsible Official	Title	Telephone Number
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PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record From To	Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained			

CERTIFICATE OF RECORDS DISPOSAL

CONTINUATION SHEET

FROM: _____
 (political subdivision name) (unit)

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record From To	Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained			

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:

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|-----------------|---|
| <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.