OHIO HISTORY CONNECTION Page 1 of 2



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue

OCT 3 9 2000

Columbus, OH 43211-2474 localrecs@ohiohistory.org www.ohiohistory.org/lgr

STATE AND LOCAL GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit			
Union County Board of Revision			
(Local Government Entity)		(Unit)	
and L	Andrea Weaver	Auditor	00-23-19
(Signature of Responsible Official)	(Name)	(Title)	(Date)
Section B: Records Commission	See ORC 149.68 – 0	ORC 149.412 for Records C	Commission Information
Union County Records Commission			937-645-4177
	(Tele)		elephone Number)
128 South Main Street Mary	vsville 43040	Unio	
(Address) (C	zville 43040 City) (Zip Coc	le) (Cour	nty)
these records series from being destroyed will be knowingly disposed of which pert minutes kept by this commission. Records Commission Chair Signature	ains to any pending legal case, claim,	action or request. This act	tion is reflected in the Date
Section C: Ohio History Connection - S The Area Signature	state Archives State Archives Title	Los	1/-/3-2019 Date
Section D: Auditor of State	RECORD	Mor	11-25-19
Signature	Title		Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form



RECORDS RETENTION SCHEDULE (RC-2) See instructions before completing this form.

Union County Auditor	Board of Revision		
(Local Government Entity)	(Unit)		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required
BOR19-01	Agendas & Meeting Materials Lists of items to be discussed and materials and resources compiled and used for meetings of the Board of Revision	7 years after tax year or 6 years after initial review year	Paper		
BOR19-02	Board of Revision Case Files Records of tax complaints filed before the Board of Revision containing a record of findings of the board and subsequent notices of appeals from actions of the board to the State Board of Tax Appeals or Court of Common Pleas	7 years after tax year or 6 years after initial review year	Paper		
BOR19-03	Board of Revision Minutes Official record of proceedings of the Board of Revision	Permanent	Paper		Ū
BOR19-04	Board of Revision Minutes (Audio) Audio recordings made during proceedings of the Board of Revision	6 years after initial review year	Audio/Electronic		
			ence Gnov	ted means: the year impassed by the rec been audited by th	orus e
			Aud aud role	itor of State and the It report has been ased pursuant to	
		Sec	. 117.26 O.R.C.		
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