

APPLICATION FOR ONE-TIME RECORDS DISPOSAL

(Sec. 149. R.C.)

(9)

APPROVALS

(1) To: County Records Commission

(2) From: Union County Auditor

(3) Certification:

The records described in this list are certified to be microfilmed or are no longer required for the current operation of this agency, are of no further administrative, legal or fiscal value to the agency, the County of Union, or its citizens, and are not required to be retained by any statute or schedule of records retention.

County Records Commission
Max E. Robinson 1-20-75
 Chairman (Signature) (Date)

Auditor of State, Bureau of Inspection & Supervision
Richard G. Huss 2/10/76
 (Signature) (Date)

Ohio Historical Society, Division of Archives
Clayton B. Brown JAN. 21 1976
 ASSISTANT ARCHIVIST (Signature) (Date)

1-5-76 Warren G. Sutton Auditor
 Date Signature Title

USE TYPEWRITER ONLY

(4) Item Number	(5) Record, Title or Description Include: Form numbers, where prepared, number of copies prepared, where other copies are filed, are other copies still available, are these records microfilmed? (See Instructions on Other Side)	(6) INCLUSIVE DATES OF RECORDS		(7) VOLUME Specify Cu. or Lin. Ft.	(8) FOR USE BY APPROVING AGENCIES
		From	To		
1.	Abstract of Duplicate, 2 vols.	1902	1931	3 Lin. Ft.	
2.	Abstract Record, 1 vol.	1870	1880	1 Lin. In.	
3.	Additions and Deductions Record, 1 vol.	1935	1943	2 Lin. In.	
4.	Appraisal Book, 25 vols.	1949	1949	5 Lin. In.	
5.	Appraiser's Returns	1853	1870	6 Lin. In.	
6.	Appropriation Ledger, 3 vols.	1957	1966	1 1/2 Lin. Ft.	
7.	Assessor's Personal Property Return	1897	1927	5 1/2 Lin. Ft.	
8.	Board of Revisions Journal, 1 vol.	1916	1924	1 Lin. In.	
9.	Budgets	1936	1962	3 Lin. Ft.	
10.	Canceled Checks	1939	1940	4 Lin. Ft.	
11.	Chattel Duplicate, 3 vols.	1857	1887	3 Lin. In.	
12.	Check Stubs	1934	1948	4 Lin. Ft.	

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County Records Commission

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Chairman (Signature) (Date)

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Auditor of State, Bureau of Inspection & Supervision
Richard G. [Signature] 2/10/76
(Signature) (Date)

Ohio Historical Society, Division of Archives
[Signature] JAN. 21 1976
(Signature) (Date)
ASSISTANT STATE ARCHIVIST

Date Signature Title

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13.	Children's Home Docket, 1 vol.	No Dates		2 Lin. In.	
14.	Delinquent Personal Tax List, 15 vols.	1870	1927	2 1/2 Lin. Ft.	
15.	Delinquent Road Tax Record, 1 vol.	No Dates		2 Lin. In.	
16.	Dog and Kennel Register, 2 vols.	1918	1925	3 Lin. In.	
17.	Dog Warden Weekly Reports	1933	1937	8 Lin. In.	
18.	Ditch Register, 25 vols.	1895	1929	3 Lin. Ft.	
19.	Ditch Register, 1 vol.	No Dates		2 Lin. In.	
20.	Free Turnpike Road Record, 1 vol.	No Dates		1 Lin. In.	
21.	General Files - County Agricultural Society	1946	1957	6 Lin. Ft.	
22.	General Road Duplicates, 11 vols.	1904	1924	1 1/2 Lin. Ft.	
23.	Index of Motor Vehicle Licenses, 1 vol.	1931	1931	2 Lin. In.	
24.	Infirmary Bill Docket, 1 vol.	1907	1930	2 Lin. In.	

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Auditor of State, Bureau of Inspection & Supervision

Richard G. Kern 2/10/76
(Signature) _____ (Date) _____

Ohio Historical Society, Division of Archives

David J. Blum JAN. 21 1976
(Signature) _____ (Date) _____
ASSISTANT STATE ARCHIVIST

Date

Signature

Title

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25.	Infirmary Fund Record, 1 vol.	1913	1916	2 Lin. In.	
26.	Invoices, Land and Gravel	1947	1947	2 1/2 Lin. Ft.	
27.	Journal of Payments into Treasury, 3 vols.	No Dates	4	Lin. In.	
28.	Journal of Receipts into Treasury, 3 vols.	1930	1940	4 Lin. In.	
29.	Journal of Warrants Issued, 1 vol.	No Dates		2 Lin. In.	
30.	Land Sale Record, 1 vol.	1820	1843	1 Lin. In.	
31.	Ledger, 6 vols.	1859	1948	1 1/2 Lin. Ft.	
32.	Minute Book - Directors of Improved Roads, 1 vol.	No Dates		1 Lin. In.	
33.	Office Index, 1 vol.	No Dates		1 Lin. In.	
34.	Order Record, 7 vols.	1869	1904	1 1/2 Lin. Ft.	
35.	Orders Redeemed Record, 1 vol.	1858	1864	1 Lin. In.	
36.	Pay-in Certificates	1963	1969	2 Lin. Ft.	

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Auditor of State, Bureau of Inspection & Supervision

Richard G. Russ 2/10/77
(Signature) (Date)

Ohio Historical Society, Division of Archives

Don J. Brown JAN. 21 1976
(Signature) (Date)

ASSISTANT STATE ARCHIVIST

Date

Signature

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37.	Pay-in Order Book, 7 vols.	1904	1928	1 1/2 Lin. Ft.	
38.	Payroll with Vols.	1905	1909	10 Lin. Ft.	
39.	Railroad Appointment Records, 1 vol.	No Date		1 Lin. In.	
40.	Receipt Book, 30 vols.	1921	1959	3 1/2 Lin. Ft.	
41.	Receipts Journal, 1 vol.	1960	1963	2 Lin. In.	
42.	Record of Appointments and Payroll Clerks and Judges, 2 vol.	1912	1924	1 Lin. In.	
43.	Record of Miscellaneous Collections, 1 vol.	No Date		1 Lin. In.	
44.	Record of Redeemed Road Bonds and Coupons, 1 vol.	1874	1875	2 Lin. In.	
45.	Record of Transfers, 2 vols.	1925	1949	6 Lin. In.	
46.	Register of Tax Levies, 2 vols.	1890	1903	2 Lin. In.	
47.	Report of Examination	1916	1937	4 Lin. In.	
48.	Roster of Township Officials, 1 vol.	1896	1919	1 Lin. In.	

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Auditor of State, Bureau of Inspection & Supervision
Richard G. Neuss 2/10/76
(Signature) (Date)

Ohio Historical Society, Division of Archives
Walter J. Davis JAN. 21 1976
(Signature) (Date)
ASSISTANT STATE ARCHIVIST

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	<small>(See Instructions on Other Side)</small>				
49.	School Fund Settlement Record, 3 vols.	1904	1922	6 Lin. In.	
50.	Settlements with Townships, 1 vol.	1880	1886	2 Lin. In.	
51.	Special Assessment Duplicate, 21 vols.	1913	1929	2 Lin. Ft.	
52.	Taxes Remitted Record, 1 vol.	1893	1911	1 Lin. In.	
53.	Tax List, 1 vol.	1921	1921	3 Lin. In.	
54.	Township Treasurer's School Fund Settlement Record, 3 vols.	1872	1903	6 Lin. In.	
55.	Transfer Index of Motor Vehicle Licenses, 1 vol.	1927	1927	2 Lin. In.	
56.	Union Banking Company - Bank Journal, 2 vols.	1904	1932	3 Lin. In.	
57.	Union Banking Company - Collection Register, 5 vols.	1903	1932	9 Lin. In.	
58.	Union Banking Company - Correspondence from Department of Banks	1931	1932	1 Lin. In.	
59.	Union Banking Company - Daily Cash Statement, 2 vols.	1926	1932	3 Lin. In.	
60.	Union Banking Company - Certificate Register, 1 vol.	1907	1913	1 Lin. In.	

INSTRUCTIONS

- (1) Submit original and three carbons to the Secretary of your-----
Records Commission. Retain a carbon in your files until an approved
copy is returned to you.
Note: Please use CR-1 for all carbons — do not use onion skin.
- (2) Give a complete citation, i.e., Department, Bureau, Section.
- (3) Department head or person authorized by him to sign records disposal
applications.
- (4) List each type or group of records as a separate item. Attach a sample
of each item.
- (5) If correspondence, is it general or specific in nature and, if the latter,
what subjects are dealt with?
- (6) Earliest and latest dates? Inclusive?
- (7) Quantity of records in cubic feet. A filled letter-size drawer contains
1.5 cubic feet and a legal-size file drawer contains 2.0 cubic feet.
- (8) For use of Approving Agencies.
- (9) After approval of this schedule by the-----Records Commis-
sion and after disposal of the records, the applicant must complete and
return a Certificate of Disposal (RC-3) to the Commission.