

Ohio Historical Society State Archives of Ohio Local Government Records Program

800 East 17th Avenue Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer:

YES

NO

If YES, attach copy of transfer form

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) - Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit						
Union County Auditor (local government entity)		(unit)				
and L. Waver	Andrea Weaver	Auditor	10-4-11			
(signature of responsible official)	(name)	(title)	(date)			
Section B: Records Commission						
Union County Records Commission		937-645-4177				
		(te	lephone number)			
128 South Main Street, Suite 114	Marysville (city)	43040 (zip code)	Union (county)			
(address)	(City)	(Zip dddc)	(ocanty)			
To have this form returned to the Records Commission electronically, include an email address: sbadenhop@co.union.oh.us I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission. Add						
Necords Commission Chair Cignatare						
Section C: Ohio Historical Society - St. Thoronomy Signature	ate Archives 54th Autur Title	\mathcal{S}	10/18/20/ /Date /			
Section D: Auditor of State Martin E. Mul. Signature			/0-3/-// Date			

Please Note: The State Archives retains RC-1 forms for seven years.

It is strongly recommended that the Records Commission retain a permanent copy of this form.



ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) - Part 2

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Section E: Table of Records to be Disposed

FROM:	Union County Auditor	
	(local government entity)	(unit)

(1)	(2)	(3)	(4)	(5)	(6)
Schedule	Record Title and Description	Media Type	Media Type	For use by Auditor of State	RC-3
Number	(Inclusive Dates)	to be Disposed	to be retained	or OHS-LGRP	Required
A11-06	Bed Tax Records 1991-2006 Records documenting the collection of funds received through the levying of an excise tax on lodging transactions of transient guests at hotels, motels and/or bed and breakfasts	Paper			
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