

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

ARCHIVE COPY

(1) TO: Union Records Commission

(2) FROM: Union County Clerk of Courts

(3) Certification: No record shall be retained, destroyed, transferred, or otherwise disposed of in violation of this schedule. No record shall be destroyed if it pertains to any pending case, claim, or action. When records listed on this form are to be microfilmed and the originals destroyed, please stipulate.

(4) Approvals:

Authorized department official:

[Signature]  
Name, title \_\_\_\_\_ Date \_\_\_\_\_

Chairman, Records Commission:

Max E Robinson Pres  
Name \_\_\_\_\_ Date 1-11-90

Ohio Historical Society:

Dono E. Humbach  
Name \_\_\_\_\_ Date 1/30/90

Auditor of State, Bureau of Inspection and Supervision:

Thomas Aquino Benke  
Name \_\_\_\_\_ Date 28 Feb 1990

(5) Schedule number	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
90-1	<u>Outstanding Check List</u> - Legal June 1981 thru 1985		
90-2	<u>End of Month Balance Sheet</u> - Legal June 1984 to October 1987		
90-3	<u>Unclaimed Money List</u> - Legal 1978 to 1987		
90-4	<u>Pay-in Receipts (Monthly to Treasurer)</u> Legal		
90-5	<u>Ledger Column Pads</u> 1975 to 1986 - daily take-in of money		
90-6	<u>Dealer Tax ST14</u> (Shows tax dealers' pay) Years 1984 - 1988 - Title		
90-7	<u>Index to MV Sales</u> - starts at 1926 - Title		
90-8	<u>Monthly &amp; Weekly Reports</u> - Title (shows all transactions - mailed to BMV and Treasurer of State)		
90-9	<u>Tax Reports</u> - Shows amount of tax the dealers paid less the poundage. Years 1986 - 1988		
90-10	<u>Boat Copies of Notation of Liens</u> - Title Years 1978 - 1988		
90-11	<u>Motor Vehicle Notation of Lien Copies</u> Years 1984 -1988		