



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 Clerk of Courts
 (local government entity)

(unit)

Teresa Nickle
 (signature of responsible official)

Teresa Nickle
 (name)

Clerk of Courts
 (title)

10-4-11
 (date)

Section B: Records Commission

Union County Records Commission

937-645-4177

(telephone number)

128 South Main Street, Suite 114
 (address)

Marysville
 (city)

43040
 (zip code)

Union
 (county)

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.

Charles D. Had

Records Commission Chair Signature

10-11-11

Date

Section C: Ohio Historical Society - State Archives

Frostreutz
 Signature

State Archivist
 Title

10-21-11
 Date

Section D: Auditor of State

Martin E. Murb
 Signature

10-31-11
 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

See instructions before completing this form. Must be submitted with PART 1

Section E: Table of Records to be Disposed

FROM: Union County Clerk of Courts
(local government entity)

(unit)

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description (Inclusive Dates)	Media Type to be Disposed	Media Type to be Retained	For use by Auditor of State or OHS-LGRP	RC-3 Required
AT11-08	Bills of Sale of Motor Vehicles (AT11-08) 1929-1937 <i>Contains copies of bills of sale and sworn statements of ownership of motor vehicles, showing instrument number, grantor, grantee, date filed, date purchased, make, model, horsepower, motor number, and serial number of vehicle, and whether new or used</i>	Paper			<input type="checkbox"/>
R. 26.01(K)	Fiscal Records (Rule 26.01(K)) 1902-1961 <i>Miscellaneous purchasing documents including invoices showing vendor, items purchased and cost</i>	Paper			<input type="checkbox"/>
L.R. 38.02	Grand Jury Voting Records (Local Rule 38.02) 1975-1993 <i>Records related to the individual voting of Grand Jurors of the Grand Jury for criminal indictments showing name of juror and whether voting for or against an indictment; confidential (Ohio Criminal Rule 6)</i>	Paper			<input type="checkbox"/>
L.R. 38.02	Grand Jury Witness Records (Local Rule 38.02) 1899-1975 <i>Records pertaining to witnesses called before the Grand Jury including subpoenas showing names and addresses of witnesses heard and reporting for each witness the case and amount paid; confidential (Ohio Criminal Rule 6)</i>	Paper			<input type="checkbox"/>
R. 26.01(O)	Receipt Records (Rule 26.01(O)) 1909-1961 <i>Miscellaneous fiscal receipts issued showing name, date and amount</i>	Paper			<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>