

APPLICATION FOR ONE-TIME RECORDS DISPOSAL

(Sec. 149. R.C.)

(9)
APPROVALS

(1) To: County Records Commission

County Records Commission

(2) From: Union County Board of County Commissioners

Max E Robinson 1-20-76
Chairman (Signature) (Date)

(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.

Auditor of State, Bureau of Inspection & Supervision
Richard E. Russ 3/3/77
(Signature) (Date)

Ohio Historical Society, Division of Archives
Dee J. Beane FEB. - 5 1976
ASSISTANT STATE ARCHIVIST (Signature) (Date)

1-20-76 Max E Robinson Chair
Date Signature Title

(4) Item Number	(5) Record, Title or Description <small>Include: Form numbers, where prepared, number of copies prepared, where other copies are filed, are other copies still available, are these records microfilmed?</small>	(6) INCLUSIVE DATES OF RECORDS		(7) VOLUME Specify Cu. or Lin. Ft.	(8) FOR USE BY APPROVING AGENCIES
		From	To		
1.	(See Instructions on Other Side) General Files: Include Itemizations, Property Inventories, Welfare Reports, Miscellaneous Reports, and Unactive Correspondence.	1961	1971	4 Lin. Ft.	

USE TYPEWRITER ONLY

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 Commission and after disposal of the records, the applicant must complete and return a Certificate of Disposal (RC-3) to the Commission.