

APPLICATION FOR ONE-TIME RECORDS DISPOSAL

(Sec. 149. R.C.)

(9)

APPROVALS

(1) To: County Records Commission

(2) From: Union County Welfare Department

(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. Kees 2/19/76
(Signature) (Date)

Ohio Historical Society, Division of Archives

Deep / Dore JAN. 21 1976
ASSISTANT STATE ARCHIVIST (Signature) (Date)

1-4-76
Date

[Signature]
Signature

DIRECTOR
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		
	(See Instructions on Other Side)				
1.	Child Welfare Board Receipt and Expenditure Sheets	1957	1964	4 Lin. In.	Destroyed
2.	Receipt for Cash (Form AFA 141)	1960	1962	1 Lin. In.	Destroyed
3.	Receipt Book, 3 vols.	1946	1970	4 Lin. In.	Destroyed
4.	Cash Book - Children's Home, 1 vol.	1911	1919	2 Lin. In.	Destroyed
5.	Children's Home Expenditure and Receipt Record, 3 vols.	1919	1957	6 Lin. In.	Destroyed
6.	Budget (aid for the aged, aid for dependent children, aid for the blind, and Departmental)	1941	1970	9 Lin. In.	Destroyed
7.	Funds Certified to County Files (include forms: AA-13, AA-1310M, AA-42, AA-60, AA-83, AA-88, AA-9075C, DBA-AA, DSA-AA293M, DSA-AA452M, DSA-302M, AA-73, AA-90-U.1, AA-90-U, AA-63, AA-90D, AA-90.1D, AA-90, AA-90C, AA-87A, AA-34)	1941	1965	1 Lin. Ft.	Destroyed
8.	Federal Reimbursement Forms 1-CS-61, and 1-CS-62	1968	1969	1 Lin. In.	Destroyed
9.	Case Status Sheets Form DPW2151	1968	1969	6 Lin. In.	Destroyed

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Auditor of State, Bureau of Inspection & Supervision

Richard B. News 2/10/76
(Signature) (Date)

Ohio Historical Society, Division of Archives

Wray J. Stone JAN. 21 1976
(Signature) (Date)
ASSISTANT STATE ARCHIVIST

Date Signature Title

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10.	Computer Print-outs (including: Case Change Journals, Vendors Journals, Disbursement Journals, and Public Assistance Money Payment Lists AA-67)	1958	1970	4 1/2 Lin. Ft.	Destroyed
11.	Itineraries, Form AFA-197	1961	1962	1 Lin. In.	Destroyed
12.	Absence Form DPW2054	1962	1970	7 Lin. In.	Destroyed
13.	Attendance Record, Form AFA179	1963	1970	4 Lin. In.	Destroyed
14.	Register Sheets	1936	1957	1 Lin. In.	Destroyed
15.	Quality Control Case Action Report: Form 3106	1965	1966	1 Lin. In.	Destroyed
16.	Quality Control Slip and Worksheet: Forms 3107, and 8017.	1966	1970	3 Lin. In.	Destroyed
17.	Quarterly Report Work Sheet: 8025	1968	1970	1 Lin. In.	Destroyed
18.	General Relief Reports	1940	1959	2 Lin. Ft.	Destroyed
19.	Semi-Monthly Time Report, Leave Request, and Authorization: Forms AFA41, AFA77, AFA2054, DPW2063, DPW2054.	1952	1966	7 Lin. In.	Destroyed

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Auditor of State, Bureau of Inspection & Supervision

Richard E. Neum 2/10/76
(Signature) (Date)

Ohio Historical Society, Division of Archives

Wm. J. Brown JAN. 21 1976
ASSISTANT ARCHIVIST (Signature) (Date)

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	<small>(See Instructions on Other Side)</small>				
20.	Daily Report of Contacts and Travel Expense Report: Forms AFA36A, DF2002, and AFA36-B	1960	1966	6 Lin. In.	Destroyed
21.	Workers Day Sheet - RS-6-165	1946	1947	1 Lin. In.	Destroyed
22.	Time Study Reports	1946	1965	1 Lin. Ft.	Destroyed
23.	Summary of Cases (AFA-A) with related correspondence	1963	1966	4 Lin. In.	Destroyed
24.	Monthly Service Report for Central Clearing Office: Form CCO-8	1944	1953	1 Lin. In.	Destroyed
25.	Annual Statistical and Budget Report - Children's Services Board	1967	1970	1 Lin. In.	Destroyed
26.	Report of Examination	1961	1969	1 Lin. In.	Destroyed
27.	Audit and Statistical Report With related Correspondence	1950	1955	2 Lin. In.	Destroyed
28.	Report of Applications Rejected: Form AFA-10	1962	1966	1 Lin. In.	Destroyed
29.	Health Case Report: Form 3040	1957	1966	2 Lin. In.	Destroyed

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Auditor of State, Bureau of Inspection & Supervision

Richard G. ...
(Signature) (Date)

Ohio Historical Society, Division of Archives

David ...
(Signature) (Date)

ASSISTANT STATE ARCHIVIST

Date Signature Title

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30.	Health Care Summaries: Form AFA-B	1963	1965	6 Lin. In.	Destroyed
31.	Monthly Report of Surplus Commodities: Form CD1016	1965	1969	3 Lin. In.	Destroyed
32.	Monthly Statistical Reports: including DSAAA27, RS44-ADCR, RS44-ADCU, RS-43, RS-45, RS-10, LR-2, LR-3, AA27C, AA27, ODPW-AA-27B, RS-44SSO, AFA11, RF11, RF15, DPW-R2	1939	1970	5 Lin. Ft.	Destroyed
33.	Attorney Generals Opinions	1939	1939	1 Lin. In.	Destroyed
34.	Aid for Aged Monthly Case Load Report	1943	1953	2 Lin. In.	Destroyed
35.	Recapitulation of Vouchers	1943	1969	1 Lin. Ft.	Destroyed
36.	Children's Home Voucher Register, 2 vols.	1884	1914	4 Lin. In.	Destroyed
37.	Relief Supply Orders with Vouchers	1948	1968	21 Lin. Ft.	Destroyed
38.	Purchase Orders	1962	1970	6 Lin. In.	Destroyed
39.	Supply Requisitions, AFA42	1962	1966	1 Lin. In.	Destroyed
40.	Notification and Authorization of Payment, Forms PA520 and PA550A	1963	1968	6 Lin. In.	Destroyed

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Auditor of State, Bureau of Inspection & Supervision

Richard S. Kern 2/19/76
(Signature) (Date)

Ohio Historical Society, Division of Archives

[Signature] JAN. 21 1976
(Signature) (Date)

ASSISTANT STATE ARCHIVIST

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41.	Bills, including: Utility Bills AFA85, and AFA86, and related correspondence; Out-Patient Bills AFA213, AFA213-A, and related correspondence; and Medical Statements	1936	1966	9 Lin. In.	Destroyed
42.	Classification of Charges Form PA200	1948	1970	4 Lin. Ft.	Destroyed
43.	Vouchers	1936	1970	6 Lin. Ft.	Destroyed
44.	Commodities Recipient Distribution List - CD1014	1965	1969	3 Lin. In.	Destroyed
45.	Warehouse Release Form CD1007	1965	1970	1 Lin. In.	Destroyed
46.	Commodity Card	1965	1970	6 Lin. Ft.	Destroyed
47.	Rejection of Health Care Claims AFA217A	1961	1961	1/4 Lin. In.	Destroyed
48.	Daily Register Form AFA105	1965	1967	3 Lin. In.	Destroyed
49.	Aid for the Aged Registration Forms 3990	1963	1966	4 Lin. In.	Destroyed
50.	Agreements with Pharmacists Form AFA510 with related Correspondence	1957	1966	1 Lin. In.	Destroyed
51.	Hospital Contracts with related Correspondence	1948	1964	4 Lin. In.	Destroyed

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

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

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52.	Supervisor's Health Care Record Form AFA219	1957	1966	6 Lin. In.	Destroyed
53.	Case Assignment and Supervisor's Record Form AFA157	1965	1967	1 Lin. In.	Destroyed
54.	Medical and Remedial Health Care Card, Form 8000 and 8001	1962	1963	1 Lin. In.	Destroyed
55.	Index Cards - Closed Cases	1930	1959	5 1/2 Lin. Ft.	Destroyed
56.	Duplicate Medical Cards	1941	1941	1 Lin. In.	Destroyed
57.	Health Care Card, AFA220	1953	1962	1 Lin. In.	Destroyed
58.	Relief Client List Form CD-111-F	1941	1941	1 Lin. Ft.	Destroyed
59.	Correspondence: Children's Services, Health Care, and General	1945	1970	1 1/2 Lin. Ft.	Destroyed
60.	Record of Warrants Returned to Central Office, Form AFA185	1958	1967	4 Lin. In.	Destroyed
61.	Public Assistance Payroll Form AA-67	1946	1964	10 Lin. In.	Destroyed
62.	Minute Book - Board of Trustees Children's Home, 1 vol.	1884	1907	2 Lin. In.	Destroyed
63.	Minutes Book - Child Welfare Board, 6 vols.	1937	1972	6 Lin. In.	Destroyed

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Auditor of State, Bureau of Inspection & Supervision
Richard S. ... 2/19/74
 (Signature) (Date)

Ohio Historical Society, Division of Archives
... JAN. 21 1976
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64.	Board Minute Files - Child Welfare Board	1968	1970	6 Lin. In.	Destroyed
65.	Admittance and Indenture Register, Children's Home, 1 vol.	1884	1907	2 Lin. In.	Destroyed
66.	Visitor's Register, Children's Home, 1 vol.	1888	1921	2 Lin. In.	Destroyed
67.	O.A.S.I. Files: including: forms PA2028, AFA194, AFA13-A, AFA182, related correspondence, Directives, and instructions concerning OASI and old age survivors and disability insurance.	1950	1966	3 Lin. In.	Destroyed
68.	W.P.A. applicant files	1941	1942	1 Lin. Ft.	Destroyed
69.	C.C.C. Files: including: applications, publications reports, and related correspondence	1933	1938	2 Lin. Ft.	Destroyed
70.	Aid for the Aged Case Files: include forms: DPW2112B-2, PA550A, 5-PA-435, AFA2D, AFA-2, AFA1, AFA2C, Life Insurance Adjustment Bureau Form 2, AFA6, AFA123, AFA112, 3990, AFA505, AFA220, AFA28, AFA134, AFA13A, AFA13-A, AFA13-G, AFA-13-5-51, AFA13-e, AFA-13-7-50, AFA-13-8-48, AFA13-O, AFA13, AFA13-C, AFA14-A, AFA4, AFA206, AFA24-A, AFA127, AFA100, AFA508-3011, AFA-2D-500M-2-45, AFA210, AFA-61-5-51, AFA12-A, AFA-12-100M-7-50, Case worker reports, memos	1946	1964	17 Lin. Ft.	Destroyed

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71.	(See Instructions on Other Side) A.D.C. Case Files: include forms: 2107, 2068, 2068-A, 2069A, 2109, 2110, 2070, LR10-2, LR10.1, LR10, LR8, 2069, 2069-B, 2114, 2106, LR7, Letter of Certification, Family Case History, Case Worker reports, and related correspondence.	1940	1952	6 Lin. Ft.	Destroyed
72.	General Relief Case Files: include forms: LR-7, 2-UCRA, A-1, F.E.R.A. form 125, B-1, 4606, 4607, B-2, RM2003, 760, FERA68-F, 759, LR-8, LR-10, LR-9, PA550A, PA400, Cost record of Relief granted, requisition for relief supply order, case worker reports, referral for Federal commodities, and related correspondence.	1934	1963	15 Lin. Ft.	Destroyed
73.	A.D.C. Index Cards - LR-21 (closed cases)	No Dates		1 Lin. Ft.	Destroyed

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.