



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
 Columbus, Ohio 43205

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 Department of Job and Family Services

(local government entity)

(unit)

John Gore

John Gore

Director

4-21-11

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Union County Records Commission

937-645-4177

(telephone number)

128 South Main Street, Suite 114

Marysville

43040

Union

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: _____

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 A. Hepp

Records Commission Chair Signature

4-28-11

Date

Section C: Ohio Historical Society - State Archives

Elizabeth Lombardo

Signature

Gov't Records Archivist - LGRP

Title

5/4/11

Date

Section D: Auditor of State

Martin E. Nash

Signature

5-25-11

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.

