

# APPLICATION FOR ONE-TIME RECORDS DISPOSAL

(Sec. 149. R.C.)

(9)

## APPROVALS

(1) To: County Records Commission

County            Records Commission

(2) From: Union County Probate Court

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 S. Kuss 3/30/76  
(Signature) (Date)

Robert J. [Signature]

Ohio Historical Society, Division of Archives  
Don [Signature] FEB. 5 1976  
ASSISTANT STATE ARCHIVIST (Signature) (Date)

Date

Signature

Title

USE TYPEWRITER ONLY

(4) Item Number	(5) Record, Title or Description Include: Form numbers, where prepared, number of copies prepared, where other copies are filed, are other copies still available, are these records microfilmed?  (See Instructions on Other Side)	(6) INCLUSIVE DATES OF RECORDS		(7) VOLUME Specify Lin. Ft.	(8) FOR USE BY APPROVING AGENCIES
		From	To		
1.	Record of Accounts 61 vols.	1863	1961	12 ft.	
2.	Record of Settlements 3 vols.	1851	1899	6 in.	
3.	Sale Bill Record 2 vols.	1915	1936	5 in.	
4.	Marriage Returns and Consents	1850	1903	4 ft.	
5.	Record of Insolvent Debtors 1 vol.	1927	1928	3 in.	- Archives
6.	Record of Notices 1 vol.	1894	1906	2 in.	
7.	Epileptic Record 1 vol.	1896	1940	3 in.	- Archives
8.	Record of Feeble-Minded Youth 1 vol.	1909	1940	2 in.	- Archives
9.	Guardian's Docket 3 vols.	1870	1929	9 in.	
10.	Administration Docket 14 vols.	1854	1959	3 ft.	

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Records Commission

Max E. Robinson 1-20-75  
Chairman (Signature) (Date)

Auditor of State, Bureau of Inspection & Supervision

Rubaul G. Huss 3/26/76  
(Signature) (Date)

Ohio Historical Society, Division of Archives

Daig Blair FEB. - 5 1976  
ASSISTANT STATE ARCHIVIST (Signature) (Date)

Date

Signature

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	(See Instructions on Other Side)				
11.	Record of Inventories and Sale Bills 25 vols.	1852	1921	7 ft.	
12.	Journal of Inventories and Sale Bills 1 vol.	1881	1882	2 in.	
13.	Guardian's Inventories 1 vol.	1875	1885	2 in.	
14.	Schedule of Claims Record 4 vols.	1941	1962	1-1/2 ft.	
15.	Journal of Appointments Probates and Elections 1 vol.	1875	1879	3 in.	
16.	Cash Book 3 vols.	1955	1971		
17.	Court Calendar 39 vols.	1873	1906	3 ft.	
18.	Cost Bill Record 13 vols.	1890	1911	2-1/2 ft.	
19.	Criminal, Coroners, and Lunacy Cost Bill Record 1 vol.	1897	1905	2 in.	
20.	Criminal Appearance Docket 1 vol.	1893	1914	3 in.	

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Records Commission

Max E. Robinson 1-20-75  
Chairman (Signature) (Date)

Auditor of State, Bureau of Inspection & Supervision

Richard S. Neer 3/24/76  
(Signature) (Date)

Ohio Historical Society, Division of Archives

Orwig B. Bann FEB. - 5 1976  
(Signature) (Date)  
ASSISTANT STATE ARCHIVIST

Date

Signature

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	(See Instructions on Other Side)				
21.	Criminal Record 2 vols.	1854	1912	4 in.	Archives
22.	Civil Docket 21 vols.	1871	1961	5 ft.	
23.	Blind Pension Record 2 vols.	1904	1934	4 in.	Archives
24.	Record of Administrator's, Executor's, and Guardian's Bonds and Letters 41 vols.	1849	1961	8-1/2 ft.	
25.	Record of Miscellaneous Bonds and Letters 21 vols.	1876	1947	5 ft.	
26.	Accessor's Report of Births and Deaths 177 vols.	1875	1908	4 ft.	Archives
27.	Inheritance Tax Record 9 vols.	1920	1961	1-1/2 ft.	
28.	Receipt for Original Papers 1 vol.	1954	1960	2 in.	
29.	Record of Unclaimed Deposits in Banks 1 vol.	1913	1937	2 in.	
30.	Receipt Books 10 vols.	1951	1954	1 ft.	

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Max E. Robinson 1-20-75  
Chairman (Signature) (Date)

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Auditor of State, Bureau of Inspection & Supervision  
Richard S. Huss 3/30/76  
(Signature) (Date)

Ohio Historical Society, Division of Archives  
Carol Brown FEB. - 5 1976  
ASSISTANT STATE ARCHIVIST (Signature) (Date)

Date Signature Title

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31.	Fee Book 1 vol.	1852	1856	2 in.	
32.	Minutes - Soldier's Relief Commission 1 vol.	1886	1923	2 in.	Archives
33.	Veteran's Military Bounty Record 1 vol.	1854	1869	3 in.	
34.	Registered Nurse Record 1 vol.	1916	1955	3 in.	
35.	Class Register 2 vols.	1915	1923	1 ft.	Archives
36.	Witness Docket 1 vol.	1915	1931	2 in.	
37.	Mother's Pension Record 1 vol.	1914	1931	3 in.	Archives
38.	Soldier's and Sailor's Relief Record 1 vol.	1892	1918	2 in.	Archives
39.	Settlement Calendar 1 vol.	1888	1895	1 in.	
40.	Juvenile Traffic Docket 1 vol.	1957	1968	3 in.	

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\_\_\_\_\_  
Records Commission

Max E Robinson 1-20-75  
Chairman (Signature) (Date)

\_\_\_\_\_  
Auditor of State, Bureau of Inspection & Supervision

Richard Shuman 3/30/76  
(Signature) (Date)

\_\_\_\_\_  
Ohio Historical Society, Division of Archives

Greg Blum FEB. - 5 1976  
(Signature) (Date)  
ASSISTANT STATE ARCHIVIST

Date

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41.	Juvenile Appearance Docket 7 vols.	1906	1970	6 in.	
42.	Juvenile Journal	1909	1958	6 in.	
43.	Juvenile Case Files	1950	1954	1-1/2 ft.	

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## 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.