

APPLICATION FOR ONE-TIME RECORDS DISPOSAL

(Sec. 149. R.C.)

(9)

APPROVALS

(1) To: County Records Commission

(2) From: Union County Probate Court

(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.

[Handwritten Signature]

County Records Commission
Max E. Polunin 1/20/76
 Chairman (Signature) (Date)

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

Ohio Historical Society, Division of Archives
[Handwritten Signature] FEB. = 5 1976
 ASSISTANT 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?	(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.	Accrued Fees Record, 1 vol.	1907	1923	2 Lin. In.	
2.	Cash Book, 14 vols.	1888	1940	2 Lin. Ft.	
3.	Foreign Writs Book, 1 vol.	1889	1896	1 Lin. In.	
4.	General Index to Birth Records, 1 vol.	No Dates			
5.	Inheritance Tax Record, 1 vol.	1904	1906	1 Lin. In.	
6.	Notaries Registry Record of Protest, 1 vol.	1913	1914	1 Lin. In.	
7.	Time Book, 1 vol.	1916	1919	1 Lin. In.	
8.	Unclaimed Cost Record, 1 vol.	1906	1906	1 Lin. In.	
9.	Witness Book, 1 vol.	1888	1894	1 Lin. In.	

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.