



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:

OCT 27 2009

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 Prosecuting Attorney

(local government entity)

(unit)

(signature of responsible official)

David Phillips  
(name)

Prosecuting Attorney  
(title)

10-23-09  
(date)

### Section B: Records Commission

Union County Records Commission

937-645-4177

(telephone number)

128 South Main Street, Suite 114  
(address)

Marysville  
(city)

43040  
(zip code)

Union  
(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.

Records Commission Chair Signature

Date

### Section C: Ohio Historical Society - State Archives

Signature

Title

Date

### Section D: Auditor of State

Signature

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.**

