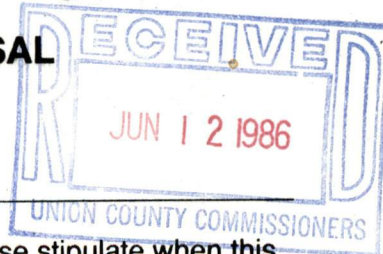


# APPLICATION FOR ONE-TIME RECORDS DISPOSAL



(1) TO: UNION COUNTY Records Commission

(2) FROM: Union County Recordors Office

(3) Certification: The records described on this list are certified to be microfilmed (please stipulate when this is the case), or are of no further administrative, legal, or fiscal value to the agency, the governmental unit, or its citizens, and are not required to be retained by any statute or Schedule of Records Retention.

(4) Approvals:

Authorized department official:

Betty J. Poling, Recorder 4-10-86  
Name, title Date

Chairman, Records Commission:

Max E. Robinson 4-14-86  
Name Date

Ohio Historical Society:

Deed [Signature] 5-12-86  
Name Date

Auditor of State, Bureau of Inspection and Supervision:

Jung Hamilton 5-29-86  
Name Date

(5) m Number	(6) Records series title, description, and beginning and ending dates	(7) Quantity	(8) For use by approving agencies
86-1	GRANTORS DEEDS		
No. 1	Grantors (1854-1862)	600 pages	} Transfer to State Archives
No. 4	Grantors (1882-1890)	600 pages	
No. 5	Grantors (1874-1900)	300 pages	
No. 6	Grantors (1901-1905)	300 pages	
No. 8	Grantors (1926-1933)	300 pages	
No. 10	Grantors (1924-1933)	300 pages	
No. 11	Grantors (1932-1938)	300 pages	
No. ?	Grantors (1866-1882)	300 pages	
86-2	GRANTEES DEEDS		
No. 1	Grantees (1811-1857)	600 pages	} Transfer to State Archives
No. 2	Grantees (1883-1892)	600 pages	
No. 3	Grantees (1864-1875)	600 pages	
No. 3	Grantees (1873-1882)	600 pages	
No. 4	Grantees (1881-1893)	600 Pages	
No. 4	Grantees (1882-1892)	600 pages	
No. 5	Grantees (1894-1901)	313 pages	
No. 6	Grantees (1901-1905)	313 pages	
No. 7	Grantees (1906-1911)	313 pages	
No. 8	Grantees (1912-1919)	300 pages	
No. 9	Grantees (1920-1926)	300 pages	
No. 10	Grantees (1927-1933)	313 pages	
No. 11	Grantees (1934-1938)	313 pages	
No. ?	Grantees (1818-1860)	600 pages	

## APPLICATION FOR ONE-TIME RECORDS DISPOSAL

(1) TO: Union County Records Commission

(2) FROM: Recorders Office

(3) Certification: The records described on this list are certified to be microfilmed (please stipulate when this is the case), or are of no further administrative, legal, or fiscal value to the agency, the governmental unit, or its citizens, and are not required to be retained by any statute or Schedule of Records Retention.

**(4) Approvals:**

Authorized department official:

Betty J. Poling Recorder 4-10-86  
Name, title Date

Chairman, Records Commission:

Max E. Robinson 4-14-86  
Name Date

Ohio Historical Society:

\_\_\_\_\_  
Name Date

Auditor of State, Bureau of  
Inspection and Supervision:

\_\_\_\_\_  
Name Date

(5) Item Number	(6) Records series title, description, and beginning and ending dates	(7) Quantity	(8) For use by approving agencies
86-3 No. 2	Deed Volume (1895)	550 pages	<i>Transfer to State Archives</i>
86-4 No. 2	Mortgage Index (1882-1893)	600 pages	
No. 1	Mortgage Index (1856-1881)	600 pages	
No. 3	Mortgage Index (1859-1882)	600 pages	
These records have all been retyped and proof read and the new are in use in the office at this time.			

## INSTRUCTIONS—FORM RC-1

### Explanation of form parts:

- (1) Indicate the name of the county, city, township, or school district.
- (2) Indicate office, and division or unit (where applicable), requesting records disposal.
- (3) This statement certifies that the records listed on the form are no longer needed by the office.
- (4) After completing parts 5-8, submit the form to your department head and local records commission for signatures. See Ohio Revised Code Section 149.38 (for counties), 149.39 (for municipalities), 149.41 (for school districts), or 149.42 (for townships) for the makeup of your commission. Forward the form to the district audit manager from the Auditor of State, Bureau of Inspection and Supervision and the local records specialist from the Ohio Historical Society for their approvals. NOTE: For the local records specialist in your area, contact:

The Ohio Historical Society  
Archives—Library Division  
1985 Velma Avenue  
Columbus, Ohio 43211  
(614) 466-1500, ext. 510

- (5) One-time numbers are expressed in a "year and item" numbering scheme for each records series being disposed. For example, 85-1, 85-2, etc.
- (6) Include the title of the records series, a brief description, *and* the beginning and ending dates of each series for which you are requesting permission to dispose.
- (7) Express quantity in cubic feet, number of volumes, or number of rolls of microfilm or computer tape.
- (8) For use by approving agencies.

### General instructions:

- prepare original and three copies
- once fully approved, retain one copy for your office and one copy for the local records commission. The auditor's office and the Ohio Historical Society will each retain one copy.
- after approval of this application by all necessary agencies, file a Certificate of Records Disposal (RC-3) with the Ohio Historical Society when records are disposed.