

APPLICATION FOR ONE-TIME RECORDS DISPOSAL

(Sec. 149.38 R.C.)

JUL 5 1968

(9)

APPROVALS

(1) To: County Records Commission

(2) From: SHERIFF

(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

James A. Atter 7-2-68
(Signature) (Date)

Ohio Historical Society, Division of Archives

Edward J. Schaefer 7/19/68
(Signature) (Date)

County Records Commission

E. W. Smallwood 6/10/68
Chairman (Signature) (Date)

Warren G. Sutton 7/2/68
Secretary (Signature) (Date)

June 10 1968 Edward Amundson Sheriff
Date Signature Title

(4) Item Number	(5) Record, Title or Description <small>Include: Form numbers, where prepared, number of copies prepared, where other copies are filed, are other copies still available, are these records microfilmed?</small>	(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)				
	(See Attached)				

USE TYPEWRITER ONLY

INSTRUCTIONS

- (1) Submit original and two carbons to the Secretary of your County Records Commission. Retain a carbon in your files until an approved copy is returned to you.
Note: Please use CRC-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 application by the County Records Commission and after disposal of the records, the applicant must complete and return a Certificate of Disposal (CRC-3) to the Commission.

RECORD OF PROCEEDINGS

Minutes of

Third Floor

Meeting

COLUMBUS BLANK BOOK CO., COL., O.

Form No. 1097

~~Minutes~~

Sheriff

19

X

- - Sheriffs Record of Accrued Fees
- - Foreign Writ
- - Sheriff's Appearance Docket 1886-87
- - Sheriff's Execution Docket
- - Sheriff's Cash Books
- - Sheriff's Fee Books
- - Sheriff's Jail Register *what yr.?*
- - Sheriff's Foreign Writ
- - Sheriff's Cash Book
- - Sheriff's Foreign Writ

X

1905 - - Cost Bills and Transcripts Justice of Peace

X

1890 - 1919 - Roster of Township & Corporation Officers

X

- - 11 Volumes State Examiner's Reports