

APPLICATION FOR ONE-TIME RECORDS DISPOSAL

(Sec. 141 R.C.)

(9)
APPROVALS

(1) To: County Records Commission

(2) From: Union County 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.

County Records Commission

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

Auditor of State, Bureau of Inspection & Supervision

Richard B. Turner 2/10/75
(Signature) (Date)

Ohio Historical Society, Division of Archives

Clayton L. ... JAN. 21 1976
(Signature) (Date)
ASSISTANT STATE ARCHIVIST

Date

Harry J. Wolf
Signature

Sheriff
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 Cu. or Lin. Ft.	(8) FOR USE BY APPROVING AGENCIES
		From	To		
1.	Accrued Fees Record, 8 vols. <u>18, 19, 8, 9, 15, 14, 10, 16, 17</u>	1911	1961	1 Lin. Ft.	
2.	Appearance Docket, 1 vol. ?	1886	1887	2 Lin. In.	
3.	Cash Book, 3 vols. <u>11, 12, 9, 8, 10, 14</u>	1881	1961	5 Lin. In.	
4.	Execution Docket, 1 vol. <u>#9</u>	1861	1875	2 Lin. In.	
5.	Fee Book, 1 vol. ?	1881	1882	2 Lin. In.	
6.	Foreign Execution Docket, 4 vols.	1874	1935	8 Lin. In.	
7.	Foreign Writ Docket, 5 vols. ? <u>0</u>	1877	1956	1 Lin. Ft.	
8.	Jail Register, 1 vol. <u>#5</u>	No Entries			
9.	Receipt Book, 2 vols. <u>2</u>	1922	1960	4 Lin. In.	
10.	Unclaimed Moneys Record, 1 vol.	1936	1946	1 Lin. In.	
11.	Receipt Book, 3 vols.	1951	1970	4 Lin. In.	
12.	Jail Register, 3 vols.	1949	1973	6 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 Commis-
sion and after disposal of the records, the applicant must complete and
return a Certificate of Disposal (RC-3) to the Commission.

*Initial when you destroy - completely torn up - as Bureau
file w/ Commissioner*