



**Ohio Historical Society
State Archives of Ohio
Local Government Records Program**

800 E. 17th Avenue
Columbus, Ohio 43205

For State Archives - LGRP Use Only	
Date Received:	
Date Reviewed:	
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 Sheriff

(local government entity)	(unit)		
	Malcum J. Patton	Sheriff	7/15/11
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

Union County Records Commission	937-645-4177		
	(telephone number)		
128 South Main Street, Suite 114	Marysville	43040	Union
(address)	(city)	(zip code)	(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.

	7-19-11
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

	State Archivist	7-23-11
Signature	Title	Date

Section D: Auditor of State

	8-5-11
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.



ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) - Part 2

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Section E: Table of Records to be Disposed

FROM: Union County Sheriff
 (local government entity) (unit)

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description (Inclusive Dates)	Media Type to be Disposed	Media Type to be retained	For use by Auditor of State or OHS-LGRP	RC-3 Required
S11-01	Calls for Service Cards 1979-1985 <i>A record of complaints received consisting of date, time, complainant, incident location, offense, responding officer, incident summary and disposition</i>	Paper			<input checked="" type="checkbox"/>
S11-02	F.O.P. Contract Negotiation Records 1989-2003 <i>Administrative records used and compiled in relation to contract negotiations with the Fraternal Order of Police; does NOT include contracts</i>	Paper			<input checked="" type="checkbox"/>
S11-03	F.B.I. Reports 1973-1988 <i>Monthly Uniform Crime Reports showing offenses for each month, value of property lost and value of property recovered</i>	Paper			<input checked="" type="checkbox"/>
S11-04	Fitness Center Sign-In Sheets 2000-2007 <i>Sign-In sheets for the use of the Union County Fitness Center including date, name, time in and time out of user</i>	Paper			<input checked="" type="checkbox"/>
S11-05	Jail Records 1970-1995 <i>Records relating to the administrative and fiscal operations of the Union County Jail; does NOT include Jail Files or Jail Register</i>	Paper			<input checked="" type="checkbox"/>
S11-06	Office Files 1970-2007 <i>General administrative files organized by subject containing correspondence, memos, directives, publications, and other related reference materials</i>	Paper			<input checked="" type="checkbox"/>
S11-07	Pawn Tickets 1997-2000 <i>Records of items pawned showing pawnbroker, date, pawner, description of articles and amount paid</i>	Paper			<input checked="" type="checkbox"/>
S11-08	Temporary Index Folders 1995-1995 <i>Jail folder showing inmate name, social security number, charge, commitment date, court date and final disposition</i>	Paper			<input checked="" type="checkbox"/>