



Ohio History Connection
State Archives of Ohio
Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

NOVEMBER 05 2025

STATE AND LOCAL
GOVERNMENT RECORDS

Page 1 of 2


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

See instructions before completing this form. Must be submitted with PART 2

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Union County Sheriff

(Local Government Entity)		(Unit)	
	Mike Justice	Sheriff	10/28/2025
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

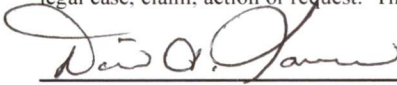
See ORC 149.38 – ORC 149.412 for Records Commission information

Union County Records Commission	937-645-4177
	(Telephone Number)

128 South Main Street	Marysville	43040	Union
(Address)	(City)	(Zip Code)	(County)

To have this form returned to the Records Commission electronically, include an email address: sbadenhop@unioncountvohio.gov

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.

	11-5-25
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

Signature	Title	Date
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Section D: Auditor of State

Records Manager

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

See instructions before completing this form. Must be submitted with PART 1

Section E: Table of Records to be Disposed

Union County Sheriff

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description (Inclusive Dates)	(3) Media Type to be Disposed	(4) Media Type to be Retained	(5) For use by LGRP or Auditor of State
S25-02	Internal Investigations - Suspensions and/or Demotions 1985-2018 <i>Records documenting investigations of department personnel for violations of laws, rules, and/or policies that results in the issuance of a suspension, demotion, removal from position and/or last chance agreement</i>	Paper		
S25-03	Internal Investigations - Verbal or Written Reprimands 1985-2020 <i>Records documenting investigations of department personnel for violations of laws, rules, and/or policies that results in the issuance of a verbal or written reprimand</i>	Paper		
S25-04	Internal Investigations - Unfounded 1985-2022 <i>Records documenting investigations of department personnel for violations of laws, rules, and/or policies that are found to be without merit</i>	Paper		