

# APPLICATION FOR ONE-TIME RECORDS DISPOSAL

(Sec. 149.38 R.C.)

JUL 5 1968

(9)  
**APPROVALS**

(1) To: County Records Commission

(2) From: TREASURER

(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

*Thomas A. Nitto* 7-7-68  
(Signature) (Date)

Ohio Historical Society, Division of Archives

*Edward J. Schaefer* 7/9  
(Signature) (Date)

County Records Commission

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

*Warren G. Sutton* 4/10/68  
Secretary (Signature) (Date)

6-17-68 Willard C. Koenig Treas.  
Date Signature Title

(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		
	(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.

TO THE UNION COUNTY RECORDS COMMISSION

The following is a list of records of the Union County Treasurers Office that we request permission to destroy.

1. ~~████~~ Treasurers Tax Duplicates, both Real & Personal
2. Journal of Receipts records
3. Warrants Redeemed records
4. Bank deposit records
5. Cancelled checks & stubs
6. Unclaimed Taxpayers receipts
7. Office copies of tax statements
8. ~~████~~ paid Delinquent Personal tax records
9. ~~████~~ Form 7, on both Personal & Real
10. ~~████~~ office correspondence
11. ~~████~~ Inheritance tax paid records
12. Officials bonds & Bond record books
13. ~~████~~ Sales tax records

*Thru 1956*

All of the above mentioned 11 years old and older, provided that the 11th year is subsequent to the most recent examination by the Bureau of Supervision and Inspection of public affairs.

*Willard Clevenger*  
Willard Clevenger  
Union County Treasurer

*1-22-'68*

*W.C.*