



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

OCT 26 2016


STATE AND LOCAL
 GOVERNMENT RECORDS

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

See instructions before completing this form.

Section A: Local Government Unit

Union County Treasurer

(Local Government Entity)	(Unit)		
	Andrew Smarra	Treasurer	10-17-16
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

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@co.union.oh.us

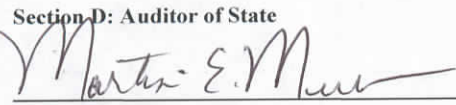
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, 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.

	10-25-16
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	State Archivist	11-2-2016
Signature	Title	Date

Section D: Auditor of State

	Records Manager	11-18-16
Signature	Title	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)

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Section E: Table of Records to be Disposed

Union County Treasurer

(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
T16-01	Book Transfers (Transfer of Funds Orders) 2013-2014 <i>Records documenting the transfer of funds from one fund or line-item to another fund or line-item</i>	Paper		
T16-02	Check List (Detail of Items Deposited) 2012-2014 <i>List of remittances issued to the County Treasurer and deposited electronically into a banking financial institution</i>	Paper		
T16-03	Foreclosure Log Sheets 2011-2015 <i>Records documenting proceedings in a tax foreclosure case proceeding</i>	Paper		
T16-04	General Ledger Daily Transaction Report and General Ledger Daily Balances Report 2013-2014 <i>Listing of financial transactions during the day, provided to the County Auditor, listing balance at beginning of day, receipts and disbursements during the day, and balance at the end of the day</i>	Paper		
T16-05	General Ledger (End of Month) 2012-2014 <i>Listing of financial transactions during the month, provided to the County Auditor, listing balances at beginning of month, receipts and disbursements during the month, and balance at the end of the month</i>	Paper		
T16-06	General Ledger (End of Year) 2012-2014 <i>Listing of financial transactions during the year, provided to the County Auditor, listing balances at beginning of year, receipts and disbursements during the year, and balance at the end of the year</i>	Paper		