



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

OHIO HISTORY CONNECTION

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MAY 01 2019

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 Dog Warden

(Local Government Entity)

(Unit)

Malcolm J. Patton

Malcolm J. Patton

Sheriff

4/14/19

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Union County Records Commission

937-645-4177

(Telephone Number)

128 South Main Street
 (Address)

Marysville
 (City)

43040
 (Zip Code)

Union
 (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.

Charles B. Hall

Records Commission Chair Signature

4-30-18

Date

Section C: Ohio History Connection - State Archives

Fred Pinets

Signature

State Archivist

Title

5-8-2019

Date

Section D: Auditor of State

Martin E. Mohr

Signature

Records Mgr

Title

5-28-19

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 Dog Warden
(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
DW19-01	Animal Claims 2014-2017 <i>Records documenting claims made by individuals for a black vulture, coyote or dog related killing of livestock for reimbursement</i>	Paper		
DW19-02	Call Logs 2014-2017 <i>Records documenting telephone calls received by the dog warden for dog related business, complaints and/or investigations</i>	Paper		
DW19-03	Case Files (Misdemeanor) 2014-2017 <i>Records documenting citations issued from the dog warden that are repeat offenders or appealed citations that are classified as a misdemeanor offense and are adjudicated in municipal court</i>	Paper		
DW19-04	Case Notes 2014-2017 <i>Records documenting information forwarded on to the dog warden for examination of potential dog related offenses, including, but not limited to, notes, police reports and/or witness statements</i>	Paper		
DW19-05	Case Notes 1999-2017 <i>Records documenting information forwarded on to the dog warden for examination of potential dog related offenses, including, but not limited to, notes, police reports and/or witness statements</i>	Electronic		
DW19-06	Citations 2014-2017 <i>Office copies of citations issued by the dog warden for dog related violations of ORC 955</i>	Paper		
DW19-07	Daily Activity Logs 2014-2017 <i>Records documenting dog warden activities throughout the day, including, but not limited to, calls responded to, errands, meetings and training sessions</i>	Paper		



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Section E: Table of Records to be Disposed

Union County Dog Warden

(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
DW19-08	Dog Files (Dangerous Dog) 2014-2017 <i>Records related to the classification of a dog as a "dangerous dog," including, but not limited to, case notes, citations, correspondence, dangerous dog license, dog description, notice of designation, photographs, right to hearing and witness statements</i>	Paper		
DW19-09	Dog Files (Nuisance Dog) 2014-2017 <i>Records related to the classification of a dog as a "nuisance dog," including, but not limited to, case notes, citations, correspondence, dog description, notice of designation, photographs, right to hearing and witness statements</i>	Paper		
DW19-10	Dog Files (Viscous Dog) 2014-2017 <i>Records related to the classification of a dog as a "viscous dog," including, but not limited to, case notes, citations, correspondence, dangerous dog license, dog description, euthanasia record, notice of designation, photographs, right to hearing and witness statements</i>	Paper		
DW19-11	Dog Tag & Kennel License Registers 2004-2017 <i>Lists of issued dog and kennel licenses, registrations and/or transfers</i>	Paper		
DW19-12	Dog Tag & Kennel License Registers 2004-2017 <i>Lists of issued dog and kennel licenses, registrations and/or transfers</i>	Electronic		
DW19-13	Drug Inventory and Usage Log 2014-2017 <i>Records documenting the inventory and administering of euthanasia drugs</i>	Paper		
DW19-14	Intake Logs 2014-2017 <i>Records documenting dogs turned into or impounded by the humane society</i>	Paper		

