



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

800 East 17th Avenue
Columbus, Ohio 43211-2497

OHIO HISTORICAL SOC
SEP 28 2012
NOT AFFILIATED

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 Engineer

(local government entity)

(unit)

[Handwritten Signature]

Jeff Stauch
(name)

Engineer
(title)

9/13/12
(date)

(signature of responsible official)

Section B: Records Commission

Union County Records Commission

937-645-4177

(telephone number)

128 South Main Street, Suite 114
(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.

[Handwritten Signature]

Records Commission Chair Signature

Date

9-27-12

Section C: Ohio Historical Society - State Archives

[Handwritten Signature]
Signature

[Handwritten Title]
Title

10-13-2012
Date

Section D: Auditor of State

[Handwritten Signature]
Signature

10-24-12
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

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

Section E: Table of Records to be Disposed

FROM: Union County Engineer
(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
E12-01	Building Inspection Sheets 1973-1995 <i>Records documenting on-site visits by building department inspectors, containing notes and comments about construction progress, includes structural, electrical, plumbing and mechanical inspections. Final Inspection Records maintained permanently.</i>	Paper			<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>