

APPLICATION FOR MICROFILME RECORDS DISPOSAL

(Sec. 149.38 R.C.)

_____ of _____

(9)

APPROVALS

(1) To: County Records Commission

(2) From: Union County Recorder

(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

(Signature)

(Date)

Ohio Historical Society, Division of Archives

(Signature)

(Date)

County Records Commission

Chairman (Signature)

(Date)

Secretary (Signature)

(Date)

June 1, 1968

Date

Lawrence B. Rhoads

Signature

Union County Recorder

Title

(4) Item Number	(5) Record, Title or Description <small>Include: Form numbers, where prepared, number of copies prepared, where other copies are filed, are other copies still available, are these records microfilmed?</small>	(6) INCLUSIVE DATES OF RECORDS		(7) VOLUME Specify Cu. or Lin. Ft.	(8) FOR USE BY APPROVING AGENCIES
		From	To		
	(See Instructions on Other Side)				
	All chattel mortgages prior to July 1962				
	All chattel mortgages indexes prior to July 1962				
	All daily registers of cancellations				
	All fee and cash books and receipt books prior to last inspection.				
10	Volumes of Recorders registers of conveyance				

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.