

APPLICATION FOR ONE-TIME RECORDS DISPOSAL

(1) TO: Union County Records Commission

(2) FROM: Union County Sheriff's Office

(3) Certification: The records described on this list are certified to be microfilmed (please stipulate when this is the case), or are of no further administrative, legal, or fiscal value to the agency, the governmental unit, or its citizens, and are not required to be retained by any statute or Schedule of Records Retention.

(4) Approvals:

Authorized department official:

[Signature] 8-15-91
Name, title Date

Chairman, Records Commission:

[Signature] 8/26/91
Name Date

Ohio Historical Society:

[Signature] 9/16/91
Name Date

Auditor of State, Bureau of Inspection and Supervision:

[Signature] 20 Sept 91
Name Date

(5) Item Number	(6) Records series title, description, and beginning and ending dates	(7) Quantity	(8) For use by approving agencies
91-1	Calls For Service/Complaint Form A record of complaint received consisting of date, time, complainant, location of incident/offense; specific incident number township, county/tpw/ state road number report number, car and officer assigned, shift, dispatcher id, response code, how received, and brief summary of incident/offense and disposition.	5 Years	
91-2	Traffic Citations (Original on file with court and copy with BMV)	2 Years	
91-3	Radio Log A record of calls for service and daily activity received in the Communications Office of the Union County Sheriff's Office	3 Years	