



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

APRIL 26 2023

STATE AND LOCAL
 GOVERNMENT RECORDS

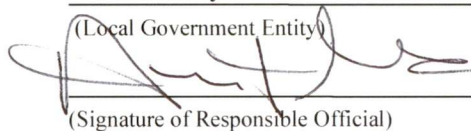
ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Union County Treasurer

		(Unit)	
(Local Government Entity)	Andrew Smarra	Treasurer	4/12/23
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

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@unioncountvohio.gov

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.

	4-26-23
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Government Records Archivist	4/26/2023
Signature	Title	Date

Section D: Auditor of State

	Records Manager	
Signature	Title	Date



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

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
T23-01	Conveyance Letters 2017-2018 <i>Notices sent to property owners upon the conveyance of property affirming the mailing address and property tax information for tax collection purposes</i>	Paper		
T23-02	Estate Tax Records 2010-2016 <i>Records pertaining to estate tax payments and the assessment value of a decedent's real and personal property or court order for the amount of estate taxes to be paid</i>	Paper		
T23-03	Penalty Remission Applications 2015-2016 <i>Applications for the waiver or refund of tax penalties to the taxpayer for late payment of property taxes due to error or other mitigating circumstances</i>	Paper		
T23-04	Trust Fund Account Records 2014-2015 <i>Records documenting the overpayment of property taxes and the placement of funds into a holding account until reimbursement of the funds to the taxpayer</i>	Paper		