



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

OCT 30 2019

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

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 Board of Revision

(Local Government Entity)	(Unit)		
	Andrea Weaver	Auditor	10-23-19
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

See ORC 149.68 – 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@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.

	10-29-19
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	State Archivist	11-13-2019
Signature	Title	Date

Section D: Auditor of State

	Records Mgr	11-25-19
Signature	Title	Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

