



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

OHIO HISTORY CONNECTION

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APR 28 2017

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Union County Law Library Resources Board

(Local Government Entity)

(Unit)

Stephen Badenhop

Board Chairperson

2/8/2017

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Union County Records Commission

937-645-4177

(Telephone Number)

128 South Main Street
(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.

Records Commission Chair Signature

4-25-17
Date

Section C: Ohio History Connection - State Archives

Signature

State Archivist
Title

5-3-2017
Date

Section D: Auditor of State

Signature

Records Manager
Title

5-19-17
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



RECORDS RETENTION SCHEDULE (RC-2)

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Union County Law Library Resources Board
(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required |
|---------------------------|--|---|-------------------|---|-------------------------------------|
| LL17-01 | Access Applications <i>Requests from attorney for after hours access to the Law Library</i> | Until obsolete or superseded | Paper | | <input type="checkbox"/> |
| LL17-02 | Annual Financial Summary <i>Annual report summarizing receipts and expenditures of the Law Library</i> | Permanent | Paper/Electronic | | <input checked="" type="checkbox"/> |
| LL17-03 | Brochures and Pamphlets <i>Informational publications about the Law Library and being a Notary Public</i> | Until obsolete or superseded | Paper/Electronic | | <input type="checkbox"/> |
| LL17-04 | Departmental Legal Resource Requests <i>Requests from county departments to the Law Library for the purchase of legal resources</i> | 3 years | Paper/Electronic | | <input type="checkbox"/> |
| LL17-05 | Law Library Resources Board Meeting Minutes <i>Official record of proceedings of the Union County Law Library Resources Board</i> | Permanent | Paper/Electronic | | <input checked="" type="checkbox"/> |
| LL17-06 | Law Library Resources Board Meeting Packets <i>Information submitted to the Law Library Resources Board prior to its meeting including, but not limited to, agenda, bills and attachments, financial summary, meeting minutes, visitor statistics, and documentation related to other business to come before the Board during its meetings</i> | 3 years | Paper | | <input type="checkbox"/> |
| LL17-07 | Law Library Resources Board Rules <i>Governing rules and policies adopted by the Law Library Resources Board for the operations of the Law Library</i> | Permanent | Paper/Electronic | | <input type="checkbox"/> |
| LL17-08 | Legal Research User Accounts <i>Records which document the administration of on-line and software legal reference accounts</i> | Until superseded, or no longer needed | Electronic | | <input type="checkbox"/> |
| LL17-09 | Notary Public Records <i>Records documenting the administration, application, renewal and testing of individuals for the position of Notary Public (ORC 147), including the receipt of money for applications and renewals, which is paid to the Union County Bar Association</i> | 5 years | Paper/Electronic | | <input type="checkbox"/> |
| LL17-10 | Print Materials Catalog <i>Catalogs and/or lists serving as an inventory of all legal resources in the law library; including OPAC online patron access catalog</i> | Until obsolete or superseded | Electronic | | <input type="checkbox"/> |
| LL17-11 | Statistical Reports <i>Records documenting the number of Law Library patron and Notary Public applicants</i> | Until incorporated into annual statistical report. Maintain annual statistical report permanently | Paper/Electronic | | <input type="checkbox"/> |