



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

NOV 04 2020

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 Records Commission

(Local Government Entity) (Unit)
Charles Hall Charles Hall Chairperson 10-29-20
(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, 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.

Charles Hall 10-29-20
Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Amanda Binder Local Government Records Archivist 11/16/2020
Signature Title Date

Section D: Auditor of State

Records Manager

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



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Union County Records Commission
(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
RC20-01	Certificate of Records Disposal <i>Internal records documenting the destruction of records per the Records Retention Schedule (RC-2), but not submitted to the Ohio History Connection for final review</i>	Permanent	Paper/Electronic		<input type="checkbox"/>
RC20-02	Certificate of Records Disposal (RC-3) <i>Records documenting the destruction of records per the Records Retention Schedule (RC-2); submitted to the Ohio History Connection for final review and approval; form RC-3</i>	Permanent	Paper/Electronic		<input type="checkbox"/>
RC20-03	One-Time Disposal of Obsolete Records (RC-1) <i>Records documenting requests for the one-time destruction of obsolete records; submitted to the Ohio History Connection and Auditor of State for review and approval; form RC-1</i>	Permanent	Paper/Electronic		<input type="checkbox"/>
RC20-04	Records Commission Designation Records <i>Records and resolutions documenting the designation of the County Records Commission to be the records commission for special taxing districts instead of the Special Taxing District Records Commission</i>	Permanent	Paper/Electronic		<input type="checkbox"/>
RC20-05	Records Commission Minutes <i>Official record of proceedings of the Union County Records Commission</i>	Permanent	Paper/Electronic		<input type="checkbox"/>
RC20-06	Records Retention Schedules (RC-2) <i>Records documenting the scheduling of records for retention and disposition purposes; submitted to the Ohio History Connection and Auditor of State for review and approval; form RC-2</i>	Permanent	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>