



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

For State Archives – LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

FAIRFIELD CO CLERK OF COURTS LEGAL	CARIE FRAGOSO	740-652-7382	LEGAL/RECORDS	
(local government entity)	(unit)	(contact person)	(telephone number)	(location of records)
224 E MAIN STREET	LANCASTER	43130	FAIRFIELD	
(address)	(city)	(zip code)	(county)	(date mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the *approved Records Retention Schedules (RC-2)* listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

Carie Fragoso *Clerk of Courts* *740-652-7350*
 (signature of responsible official) (title) (telephone number)

To have this form returned to the Records Commission electronically, include an email address: _____

Please Note: The State Archives retains RC-3 forms for seven years. It is strongly recommended that the Records Commission retain a permanent copy of this form.



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
See instructions before completing this form. Must be submitted with Part 1

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
PUBLIC RECORD REQUEST FORMS	07-00028	MAY 15, 2017	PAPER		OCTOBER 2017 –	DECEMBER 2017	DECEMBER 31, 2018	
EMAIL REQUESTS	07-00013	MAY 15, 2017	ELECTRONIC		OCTOBER 2017 –	DECEMBER 2017	DECEMBER 31, 2018	