



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

| 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 County Clerk of Courts | Lancaster/Pickerington Title Offices | Catherine Warner | 740-652-7392 | Lancaster Title/Baldwin Storage Bldg |
| (Local Government Entity) | (Unit) | (Contact Person) | (Telephone Number) | (Location of Records) |
| 982 Liberty Drive | 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.

| | | |
|-------------------------------------|-----------------|--------------------|
| | Clerk of Courts | 740-652-7388 |
| (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

(Political Subdivision Name)

(Unit)

| (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 | | |
| Motor Vehicle Titles & Supporting Records | 15-00200 | 5/15/2017 | Paper | | January 2016 | | February 2019 | |
| Motor Vehicle Titles & Supporting Records | 15-00200 | 5/15/2017 | Paper | | February 2016 | | March 2019 | |
| Motor Vehicle Titles & Supporting Records | 15-00200 | 5/15/2017 | Paper | | March 2016 | | April 2019 | |
| Motor Vehicle Titles & Supporting Records | 15-00200 | 5/15/2017 | Paper | | April 2016 | | May 2019 | |
| Title Office Daily Financial & Activity Reports (includes MISC Receipts) | 15-00201 | 5/15/2017 | Multi | | January 2015 – April 2015 | | May 2019 | |
| Title Office : Accounts Payable (General Expenses) Copies | 15-00207 | 5/15/2017 | Multi | | January 2015- April 2015 | | May 2019 | |
| Passport Transmittal Forms & Receipts | 15-00208 | 5/15/2017 | Paper | | January 2015- December 2015 | | January 2019 | |
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(Political Subdivision Name)

(Unit)