



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

**For State Archives – LGRP Use Only**

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

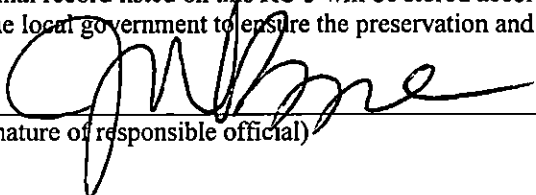
If YES, attach copy of transfer form

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

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

FAIRFIELD COUNTY COMMON PLEAS COURT	JILL BOONE	740-652-7424	HALL OF JUSTICE	
(local government entity)	(unit)	(contact person)	(telephone number)	(location of records)
224 E. MAIN ST.	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.

	Ct. Admin.	740-652-7424
(signature of responsible official)	(title)	(telephone number)

To have this form returned to the Records Commission electronically, include an email address: jillian.boone@fairfieldcountyohio.gov

**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) <u>For LGRP use</u>
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
NOTARY PUBLIC APPLICATIONS	15-00053		PAPER	NONE	1/1/2012 - 12/31/2012		1/1/2019	
JURY INFORMATION FOR NON-CAPITAL CASES	15-00051		PAPER	NONE	1/1/2016-12/31/2016		1/1/2019	

(political subdivision name)

(unit)