



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2474  
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[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://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	Dog Shelter	Todd McCullough	740-652-7180	1715 Granville Pike
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
1715 Granville Pike	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.

	Dog Warden	740-652-7180
(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		
Accounts Payable & Accounts Receivables (Office Copies)	07-00001	10/09/2018	Paper		1/1/14 – 12/31/15		2/14/19	
Adoption Program Records: May include vaccination records	07-00002	10/09/2018	Paper		1/1/14 – 12/31/15		2/14/19	
Case File: Vicious/ Dangerous/ Nuisance/ Cruelty Investigation/ Quarantine records/ Witness Statements/ Non-Designated	07-00010	10/09/2018	Multi		1/1/13 – 12/31/15		2/14/19	
Citations (Office Copy)	07-00011	10/09/2018	Paper		1/1/14 – 12/31/15		2/14/19	
Deputy Reports	07-00016	10/09/2018	Paper		1/1/14 – 12/31/15		2/14/19	
General Correspondence: All sent and received correspondence, in	07-00024	10/09/2018	Multi		1/1/14 – 12/31/14		2/14/19	



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any medium, that serves to document the organization, function, policies, decisions, operations, or other activities of the public office								
Pay-In Receipts (Treasurer & Auditor)	07-00029	10/09/2018	Paper		1/1/14 – 12/31/15		2/14/19	
State and Federal Grants: Funded (Applications and required Documentation)	07-00039	10/09/2018	Paper		1/1/10 – 12/31/12		2/14/19	
Transfer of Dog Forms	07-00040	10/09/2018	Paper		1/1/14 – 12/31/15		2/14/19	
Volunteer Information: Waiver of Liability	07-00044	10/09/2018	Paper		1/1/14 – 12/31/15		2/14/19	
Warnings	07-00045	10/09/2018	Paper		1/1/14 – 12/31/15		2/14/19	



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