

## How To Fill In an RC-3

Revised 2/61/2017

| (1)<br>Records Series Title   | (2)<br>Authorization for Disposal              |  | (3)<br>Media Type To be destroyed   | (4)<br>Media Type To be retained (if any)  | (5)<br>Inclusive Dates of Records  |                                  | (6)<br>Proposed date of destruction<br><br>(15 business days from receipt by LGRP) | (7)<br>For LGRP use |
|---|--|--|---|--|--|----------------------------------|--|---------------------|
|   | Schedule Number                                | Date the RC-2 was approved by the Records Commission |   |  | From   | To                               |  |                     |
| Record series title as shown on your retention schedule (RC-2). This information is critical for documenting the disposal; include additional descriptive information if necessary to aid in the appraisal and selection process. | Schedule number as shown on your approved RC-2 | The date it was approved by the Data Board           | Medium of the record series you are disposing of, for example, paper, film, disk, magnetic tape, optical disc | If your government plans to retain the records series in another medium, list each type of medium in which it is being retained.<br>For example: microfilm, microfiche, optical disc, electronic storage, etc. | Enter the time period encompassed by the records being disposed of such as: Jan. 2008 to Dec. 2008, etc.<br><br>If there are clarifying notes in the schedule, such as "provided audited", include a note about that here to show that this was taken into account | Enter the proposed disposal date | LGRP may write clarifying notes or notes about possible records transfers          |                     |
| <b>Examples</b>   |  |  |   |  |  |                                  |  |                     |
| <b>Passport Transmittal Forms &amp; Receipts</b>  | <b>15-00208</b>                                | <b>5/30/2015</b>                                     | <b>Paper</b>  |  | <b>1/1/2012 – 12/31/2012<br/>Provided audited</b>  | <b>3/1/2016</b>                  |  |                     |
| <b>Reports that have been electronically scanned and saved (minutes)</b>  | <b>07-00505</b>                                | <b>10/22/2012</b>                                    | <b>Paper</b>  |  | <b>1/1/2015 – 12/31/2015</b>   | <b>3/15/2016</b>                 |  |                     |
| <b>Resumes and applications</b>   | <b>Personnel 07-00008</b>                      | <b>10/22/2012</b>                                    | <b>Paper</b>  |  | <b>1/1/2015-12/31/2015<br/>Retain until scanned</b>  | <b>3/22/2016</b>                 |  |                     |

### Notes:

- 1) Records Series Title is a description of the records, not the retention schedule number. The retention schedule number goes in the next column, as shown.
- 2) Parenthetical notes such as "(minutes)" can be useful to help those not familiar with your records to understand what exactly these records are.
- 3) Notes such as "provided audited" and "Retain until scanned" ensure that you have seen that note in the retention schedule and have allowed for it.
- 4) For most schedule numbers, the assumption is that the retention schedule being referred to is your department retention schedule. However, the record series may exist on another retention schedule, such as the county-wide Personnel schedule. If you are referring to a schedule outside your department, indicate that, as shown with "Resumes and Applications" using "Personnel 07-00008" in the example.
- 5) The Data Board Intranet, with agendas, minutes, schedules, and forms can be found at <http://intranet.co.fairfield.oh.us/Dataprocc/data-board.htm>.
- 6) If you have questions, please contact Mark Conrad at 740-652-7395, 740-243-4933, or [mark.conrad@fairfieldcountyohio.gov](mailto:mark.conrad@fairfieldcountyohio.gov).