



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
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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 Job and Family Services	Suzie Lynch	740-652-7631	Drew Shoe/JFS
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)
239 W 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.

	Deputy Director	740-652-7617
(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		
WIA- Adult/Dislocated and Youth Files	07-00401	10/22/2012 Community Services	Paper		1/2000 through 12/2011		1/7/2019	
CSEA Case Files wherein children emancipated 3+ years ago or case closed prior to 18 years of age buy has now reached 21 years of age	07-00200	10/22/2012 CSEA	Paper		1980 through 12/31/2015		1/7/2019	
DDU Closed Files	07-00121	10/22/2012 Community Services	Paper		2005 to 2011		1/7/2019	
OWF/Food/Medicaid Customer Files	07- 00102.2	10/22/2012 Community Services	Paper		Prior to 2012		1/7/2019	