Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
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www.ohiohistory.org/lgr

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 1

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

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Section A: Local Government Unit

FAIRFIELD COUNTY, OHIO	COMMON PLEAS COURT		
(Local Government Entity)	(Unit)		
[signature]	JILLIAN BOONE	COURT ADMINISTRATOR	11/13/2019
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission   *See ORC 149.38 – ORC 149.412 for Records Commission information*

Records Commission

(Telephone Number)

(Address)	(City)	(Zip Code)	(County)

To have this form returned to the Records Commission electronically, include an email address:
JILLIAN.BOONE@FAIRFIELDCOUNTYOHIO.GOV

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

Signature	Title	Date

Section D: Auditor of State

Signature	Title	Date

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 2

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Section E: Table of Records to be Disposed

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(Local Government Entity)   (Unit)

(1) Schedule Number	(2) Record Title and Description (Inclusive Dates)	(3) Media Type to be disposed	(4) Media Type to be retained	(5) For use by Auditor of State or LGRP
	DEFENDANT HIV TEST RESULTS AND CORRESPONDENCE; VICTIM NOTIFICATION FORMS; HIV TRACKING FORMS DATES: 1/1/1992 – 12/31/2002 (*Records qualify as "obsolete as they are no longer created and were never properly scheduled on an RC-2*)	**PAPER**	**NONE**	