



INSTRUCTIONS – FORM RC-3

- USE OF FORM: Serves as a notification to your local records commission and to The Ohio History Connection/State Archives, Local Government Records Program (LGRP), that your office intends to dispose of the records listed on the form as authorized by an approved RC-2 form. It also provides an opportunity for the LGRP to select for historical records, or to provide for other disposition under Section 149.31ORC.
- WHEN TO USE: Prepare and send this RC-3 a minimum of fifteen (15) business days before the proposed disposal date.
- CERTIFICATION: This is a legal document representing compliance to the Ohio Revised Code and a commitment to maintain any microfilm master negatives according to American National Standards Institute (ANSI) Standards when the source document is listed for disposal on this RC-3. Therefore, the certification requires the signature of the official responsible for the records.
- SUBMISSION: Send the original RC-3 to: localrecs@ohiohistory.org *or* The Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

Retain a permanent copy for your office files and send an additional copy to your records commission.

NOTE: Your office or records commission will **not** receive a copy of the RC-3 back. Your office will be contacted if a record is selected for its historical value or if there are questions about the records listed on the form.

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- (1) RECORD SERIES TITLE: 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.
- (2) AUTHORIZATION FOR DISPOSAL: Schedule number marked as needing review by LGRP as shown on your approved RC-2 and the date it was approved *by your local records commission*.
- (3) MEDIA TYPE (DESTROYED): Medium of the record series you are *disposing of*, for example, paper, film, disk, magnetic tape, optical disc.
- (4) OTHER MEDIA TYPE (RETAINED) If your government plans to *retain* the records series in another medium, list each type of medium in which it is being retained. For example: microfilm, microfiche, optical disc, electronic storage, etc.
- (5) INCLUSIVE DATES OF RECORDS Enter the time period encompassed by the records being disposed of such as: Jan. 2008 to Dec. 2008, etc.
- (6) PROPOSED DATE OF DISPOSAL Enter the proposed disposal date; LGRP has *fifteen business days* to review the disposal form. It is recommended that a few extra days for mail delivery be included.
- (7) FOR USE BY LGRP LGRP may write clarifying notes or notes about possible records transfers.

NOTICE CONCERNING MEDIA AND FORMAT CHANGES

The Local Government Records Program (LGRP) strongly discourages the use of electronic formats for long-term retention of records unless the records are also maintained in an eye-readable format such as paper or microfilm. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format. For guidelines on electronic records issues, visit <http://www.ohiohistory.org/ohiojunction/erc/>. Never use a microfilm master negative except to create a use copy from it.