



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

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 Clerk of Courts Office	Nancy Duffee	(740) 652-7368	1 st Floor Hall of Justice
(local government entity)	(unit)	(contact person)	(telephone number)
224 East Main Street	Lancaster, Ohio	43130	Fairfield County
(address)	(city)	(zip code)	(location of records)
			November 20, 2014
			(date mailed to FCDB)

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.

Brendan Meyer Clerk of Courts 740-652-7388
(signature of responsible official) (title) (telephone number)

To have this form returned to the Records Commission electronically, include an email address: nrduffee@co.fairfield.oh.us

**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.**



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CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
See instructions before completing this form. Must be submitted with PART 1.
Fairfield County Clerk of Courts Office, Branden C. Meyer, Clerk Administration

(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 OHS-LGRP)	(7) For OHS-LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Personnel	07-00005		Multi		2005 - 2008		December 2014	