

INSTRUCTIONS - FORM RC-1

Explanation of form parts:

- (1) Complete Records Commission address is needed, including the county.
- (2) Fill in the requested information.
- (3) Certification statement of the Records Commission Chairman.
- (4) Shows initial review by the Ohio Historical Society and approval by the Auditor of State.
- (5) Schedule numbers can be expressed in either by a "year and item" numbering scheme for each records series being scheduled or a unique abbreviated identifier for each office. For example, 97-1, 97-2 or Eng. [Engineer] 1, Eng. 2, etc. It is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- (6) Include the title of the records series and a brief description of each series you wish to schedule. If you are retaining a copy pursuant to 9.01 ORC, state it after your description and clearly state the retention medium such as: microfilm or computer output microfilm (COM). List the beginning and ending months and years covered by the records series. For example, April 1945 to May 1992. Do not use case file or volume numbers.
- (7) For use by the Auditor of State or the Ohio Historical Society-Local Government Records Program (OHS-LGRP).

GENERAL INSTRUCTIONS:

- After completing parts 1-2 and 5-7, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (for counties), 149.39 (for municipalities), 149.41 (for school districts), or 149.42 (for townships) for the makeup of your commission. Your records commission should send the approved form to:

The Ohio Historical Society
State Archives of Ohio
Local Government Records Program
1982 Velma Avenue
Columbus, OH 43211-2497

The phone number is: (614) 297-2553

- The OHS-Local Government Records Program will review this RC-1 and forward it to the Auditor of State's Records Officer, Columbus.
- This RC-1 is in effect when all signatures have been affixed to it. The local records commission and the originating office should retain copies.
- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-Local Government Records Program. The OHS-LGRP will send the RC-3 to the Auditor of State's Records Officer.