

## **INSTRUCTIONS - FORM RC-3**

**USE OF FORM:** Serves as a notification to your records commission and to The Ohio Historical Society, State Archives, Local Government Records Program (LGRP), that your office intends to dispose of the records listed on the form. It also provides an opportunity for The Ohio Historical Society LGRP to select for preservation records that have continuing historical value or 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 / SIGNATURE**

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.

**PREPARATION:** Prepare one original and two copies and distribute as follows:

- |                 |   |
|-----------------|---|
| <i>Original</i> | Send the original to the: Ohio Historical Society, State Archives, Local Government Records Program (LGRP), 1982 Velma Ave., Columbus, OH 43211-2497. The OHS-LGRP will send a copy to the Auditor of State's Records Officer on your behalf. |
| <i>Copy 1</i>   | Maintain in your files.   |
| <i>Copy 2</i>   | Send to your records commission.  |

**NOTE:** You will **not** receive a copy of the RC-3 back. RC-3's lacking vital information may be considered voided so be sure the RC-3 is correctly filled out. Your office will be contacted if a record is selected for its historical value or the Auditor of State has a question. Disposition under Section 149.31 ORC is reserved.

### **EXPLANATION OF COLUMNS**

#### **RECORD SERIES TITLE**

Enter title of record series as shown on your records retention schedule (RC-2) or one-time disposal (RC-1).

#### **AUTHORIZATION FOR DISPOSAL**

Enter the schedule number as shown on your approved RC-1 or RC-2 and the date it was approved by your records commission.

This information is vital for the disposal to take place because it clearly discloses your source of authority.

#### **MEDIA TYPE**

List the medium of the record series you are disposing of by this RC - 3. Medium is the physical form of recorded information. Paper, film, disk, magnetic tape, optical disc and other materials on which information can be recorded are each considered a separate medium.

#### **OTHER MEDIA TYPE**

If you are retaining the records series in another medium, list each type of medium in which it is being retained. For example: 16mm microfilm, 105mm microfiche, optical disc, and main frame database etc.

#### **INCLUSIVE DATES OF RECORDS**

Enter the time period encompassed by the records being disposed of such as: Jan. 1991 to Jan. 1993, etc.

#### **PROPOSED DATE OF DISPOSAL**

Enter the proposed disposal date. Remember 15 business days are the minimum and include a few days for the mail to be delivered.

#### **NOTICE CONCERNING MEDIA AND FORMAT CHANGES**

Never use a microfilm master negative except to create a use copy from it. Contact the Ohio Historical Society, State Archives, Local Government Records Program should you have any questions concerning changes of media for permanent records.