

### APPLICATION FOR ONE-TIME DISPOSAL OF OBSOLETE RECORDS

(1) TO: \_\_\_\_\_ Records Commission \_\_\_\_\_ Telephone Number \_\_\_\_\_

(address) \_\_\_\_\_ (city) \_\_\_\_\_ (zip code) \_\_\_\_\_ (county) \_\_\_\_\_

(2) FROM: \_\_\_\_\_  
(political subdivision name) \_\_\_\_\_ (unit) \_\_\_\_\_

(signature of responsible official) \_\_\_\_\_ (name) \_\_\_\_\_ (title) \_\_\_\_\_ (date) \_\_\_\_\_

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed 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 case, claim, action or request. This was approved on \_\_\_\_\_ as reflected by the minutes kept by this commission.

**Chairman, Records Commission:**

\_\_\_\_\_  
Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

\_\_\_\_\_  
For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

\_\_\_\_\_  
For the Ohio Auditor of State Date

(5)

(6)

(7)

Schedule Number	Record Series title, description, and beginning and end dates	For Use by Auditor of State or OHS-LGRP