

# LOCAL GOVERNMENT RECORDS PROGRAM

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The Ohio Historical Society assists local government agencies with records management and archives programs through the Local Government Records Program (LGRP), a program of the State Archives.

Please forward this brochure to those in your government who play a role in records retention and disposition. Additional brochures and order forms can also be downloaded at:

<http://www.ohiohistory.org/resource/lgr/ordervideo.html>

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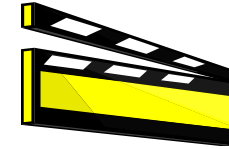
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<http://www.ohiohistory.org/lgr>

<http://www.ohiojunction.net/erc>

The Ohio Historical Society is a nonprofit organization that serves as the state's partner in preserving and interpreting Ohio's history, archaeology and natural history.

Ohio Historical Society  
Local Government Records Program  
1982 Velma Avenue  
Columbus, OH 43211



The Ohio Historical  
Society proudly  
presents...

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## LOCAL GOVERNMENT RECORDS:

# "Just the Basics" Video Workshop

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OHIO  
HISTORICAL  
SOCIETY

SINCE 1885

Ohio Historical Society  
Local Government Records Program  
1982 Velma Avenue  
Columbus, OH 43211

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# Local Government Records: Just the Basics

The “**Local Government Records: Just the Basics**” video is modeled after the Ohio Historical Society-Local Government Records Program (OHS-LGRP) workshops. Some of the advantages that you will find with the video workshop include:

- *One low cost to train all employees*
- *It fits into your own offices’ and employees’ schedules*
- *Staff can review information content as needed*



The “**Just the Basics**” video workshop is available in both VHS and DVD format. The DVD version is chaptered so that specific sections can be quickly accessed.

Included with the video are:

- Slide handouts to follow along and take notes
- Blank Inventory, RC-1, RC-2 & RC-3 forms
- Pertinent Public Records Laws

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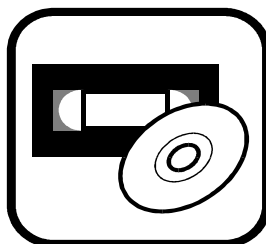
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“**Just the Basics**” video covers:

- Introduction to the OHS-LGRP
- Ohio Public Records Laws
- Records Commissions
- Inventory Preparation
- Records Retention & Disposition Forms (RC-1 & RC-2)
- Filing Certificates of Records Disposal (RC-3)
- Media Decisions (paper, microfilm, electronic)
- Disaster Prevention & Preparedness



# "Just the Basics"

## Video Workshop

### Order Form

Format	Quantity	Unit Cost	Total
VHS		\$35.00	\$
DVD		\$40.00	\$

Order Sub-total \_\_\_\_\_

Tax: (6.75% non-exempt entities) \_\_\_\_\_

Total: \_\_\_\_\_

Political Subdivision Name \_\_\_\_\_

Department/Agency/Office (if applicable) \_\_\_\_\_

Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

### Method of Payment

Check Enclosed

Make check payable to: *Ohio Historical Society*

Bill Me

Mail, fax, or email your order to:

Ohio Historical Society  
 Local Government Records Program  
 Attn: Pari Swift  
 1982 Velma Avenue  
 Columbus, OH 43211

Fax: (614) 297-2546  
 Email: pswift@ohiohistory.org