



## Local Government Records Deposit Agreement

This agreement is made between the Ohio History Connection and \_\_\_\_\_ (hereafter known as the REPOSITORY), relative to the placement, storage, and maintenance of local government records.

1. The Ohio History Connection, acting in its statutory capacity as the state archives administration (Section 149.31, Ohio Revised Code), agrees to the deposit in the REPOSITORY of those records enumerated on the attachment(s).
2. The REPOSITORY agrees to accept those records enumerated on the attachment(s) to this agreement and to care for them in accordance with the following terms:
  - 2.1 To provide steel shelving for the records, the bottom shelf to be at least six (6) inches above the floor.
  - 2.2 To provide archival storage boxes for unbound records.
  - 2.3 To keep the storage area free from rodents and other vermin.
  - 2.4 To keep the storage area free from leaking water pipes and other sources of free flowing water.
  - 2.5 To make the records enumerated in the attachment(s) available to authorized employees of the Ohio History Connection and members of the Ohio Network of American History Research Centers acting for the Society.
  - 2.6 To provide a storage area that is kept locked and from which the general public is barred.
  - 2.7 To make records available for inspection to any person at any reasonable time, in accordance with provisions of section 149.43, Ohio Revised Code.
  - 2.8 To notify the Ohio History Connection, State Archives, in writing of any change in the location, condition and/or completeness of the records enumerated in the attachment(s) to this Agreement.
  - 2.9 To provide the Ohio History Connection, State Archives, with periodic reports on use by researchers of records deposited by this Agreement.
  - 2.10 To provide adequate safeguards for the records against fire and other casualty.
  - 2.11 To relinquish the records to the Ohio History Connection upon termination of this Agreement.
3. This Agreement may be terminated by either of the signatories upon sixty (60) days written notice to the other signatory. All signatories agree that records shall be removed from the REPOSITORY within ninety (90) days of the date of formal notification.

\_\_\_\_\_  
For the Ohio History Connection

\_\_\_\_\_  
Date

\_\_\_\_\_  
For the Repository

\_\_\_\_\_  
Date

### OHIO HISTORY CONNECTION

State Archives, Local Government Records Program

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[www.ohiohistory.org](http://www.ohiohistory.org)