



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2474

For State Archives – LGRP Use Only		
Date Received:		
Date Reviewed:		
Items requested for transfer:	YES	NO
If YES, attach copy of transfer form		

## CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Ohio Village, Village of	Human Resources	H.R. Person	(614) 555-4747	HR Office
(local government entity)	(unit)	(contact person)	(telephone number)	(location of records)
101 Main Street	Ohio	43211	Franklin	4/27/2016
(address)	(city)	(zip code)	(county)	(date mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the **approved Records Retention Schedules (RC-2)** listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

*H. R. Person* Financial Director (614) 555-4747

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(signature of responsible official) (title) (telephone number)

To have this form returned to the Records Commission electronically, include an email address: humanresources@ohiovillage.gov

**Please Note: The State Archives retains RC-3 forms for seven years. It is strongly recommended that the Records Commission retain a permanent copy of this form.**



**CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2**  
*See instructions before completing this form. Must be submitted with Part 1*

Ohio Village, Village of

Human Resources

(political subdivision name)

(unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction  (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Applications for employment (not hired)	HR-11 	7/28/2008 	Paper	N/A	1/1/2013-	12/31/2013	5/18/2016	
Worker's Compensation Case Files	HR-28	7/28/2008	Paper 	Electronic 	1/1/2012-	12/31/2012	5/18/2016	
Employee Time Cards	HR-14	7/28/2008	Paper	N/A	1/1/2012-	12/31/2012 	5/18/2016 	
Employee Manual	HR-34	7/28/2008	None	Paper	1951		Proposed transfer to Ohio Village Historical Society pending review	