ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 1

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

Section A: Local Government Unit
Ohio Village, Village of Council

(local government entity) (unit)

Connie Council Connie Council Council President 3/31/2016

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

Section B: Records Commission
Village of Ohio Village Records Commission (614) 555-1890

101 Main Street (address) Ohio (city) 43211 (zip code) Franklin (county)

To have this form returned to the Records Commission electronically, include an email address:

commissioners@ohiovillage.gov

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved 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 legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Village Mayor 4/7/2016

Records Commission Chair Signature Date

Section C: Ohio History Connection – State Archives

Signature Title Date

Section D: Auditor of State

Signature Date

Please Note: The State Archives retains RC-1 forms for seven years. It is strongly recommended that the Records Commission retain a permanent copy of this form.

SAO/LGRP-RC-1 (Part 1 & 2), Revised August 2014
## ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 2

*See instructions before completing this form. Must be submitted with PART 1*

### Section E: Table of Records to be Disposed

<table>
<thead>
<tr>
<th>(1) Schedule Number</th>
<th>(2) Record Title and Description (Inclusive Dates)</th>
<th>(3) Media Type to be disposed</th>
<th>(4) Media Type to be retained</th>
<th>(5) For use by LGRP or Auditor of State</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-01</td>
<td>Jan 1972-Dec 1980 Mayor's Court Correspondence (Mayor's Court no longer in existence), 1 box</td>
<td>Paper</td>
<td>Microfilm</td>
<td>[ ]</td>
</tr>
<tr>
<td>16-02</td>
<td>Jan 1942- Aug 1945 Civilian War Assistance Records, 2 folders</td>
<td>N/A</td>
<td>Proposed for transfer to Ohio Village Historical Society pending review</td>
<td>[ ]</td>
</tr>
</tbody>
</table>