



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

## 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



(telephone number)

101 Main Street

Ohio

43211

Franklin

(address)

(city)

(zip code)

(county)

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

[commissioners@ohiovillage.gov](mailto: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.**

