

Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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 www.ohiohistory.org/lgr



**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*

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(Local Government Entity)      (Unit)      (Contact Person)      (Telephone Number)      (Location of Records)

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(Address)      (City)      (Zip Code)      (County)      (Date Sent 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.

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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: \_\_\_\_\_

***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.***


