



## INSTRUCTIONS – FORM RC-3

- USE OF FORM:** Serves as a notification to your local records commission and to The Ohio History Connection/State Archives, Local Government Records Program (LGRP), that your office intends to dispose of the records listed on the form as authorized by an approved RC-2 form. It also provides an opportunity for the LGRP to select for historical records, or to provide for other disposition under Section 149.31ORC.
- WHEN TO USE:** Prepare and send this RC-3 a minimum of fifteen (15) business days before the proposed disposal date.
- CERTIFICATION:** This is a legal document representing compliance to the Ohio Revised Code and a commitment to maintain any microfilm master negatives according to American National Standards Institute (ANSI) Standards when the source document is listed for disposal on this RC-3. Therefore, the certification requires the signature of the official responsible for the records.
- SUBMISSION:** Send the original RC-3 to: localrecs@ohiohistory.org or The Ohio History Connection or RC Forms Upload Submission  
State Archives of Ohio  
Local Government Records Program  
800 E. 17th Avenue  
Columbus, OH 43211-2474
- Retain a permanent copy for your office files and send an additional copy to your records commission.
- NOTE:** Your office or records commission will not receive a copy of the RC-3 back unless requested. Your office will be contacted if a record is selected for its historical value or if there are questions about the records listed on the form.
- (1) **RECORD SERIES TITLE:** Record series title as shown on your retention schedule (RC-2). This information is critical for documenting the disposal; include additional descriptive information if necessary to aid in the appraisal and selection process.
- (2) **AUTHORIZATION FOR DISPOSAL:** Schedule number marked as needing review by LGRP as shown on your approved RC-2 and the date it was approved by your local records commission.
- (3) **MEDIA TYPE (DESTROYED):** Medium of the record series you are *disposing of*, for example, paper, film, disk, magnetic tape, optical disc.
- (4) **OTHER MEDIA TYPE (RETAINED):** If your government plans to *retain* the records series in another medium, list each type of medium in which it is being retained. For example: microfilm, microfiche, optical disc, electronic storage, etc.
- (5) **INCLUSIVE DATES OF RECORDS:** Enter the time period encompassed by the records being disposed of such as: Jan. 2008 to Dec. 2008, etc.
- (6) **PROPOSED DATE OF DISPOSAL:** Enter the proposed disposal date; LGRP has **fifteen business days** to review the disposal form. It is recommended that a few extra days for mail delivery be included.
- (7) **FOR USE BY LGRP:** LGRP may write clarifying notes or notes about possible records transfers.

### **NOTICE CONCERNING MEDIA AND FORMAT CHANGES**

The Local Government Records Program (LGRP) strongly discourages the use of electronic formats for long-term retention of records unless the records are also maintained in an eye-readable format such as paper or microfilm. It is the responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format. For guidelines on electronic records issues, visit:  
<http://www.ohiohistory.org/ohiojunction/erc/>. **Never use a microfilm master negative except to create a use copy from it.**



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17th Avenue  
 Columbus, Ohio 43211-2474  
 614.297.2553  
 localrecs@ohiohistory.org  
 www.ohiohistory.org/lgr

**For State Archives – LGRP Use Only**

Date Received Stamp:

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*

Mid-Ohio Educational Service Center	Treasurer's Office	Brenda Miller	419-774-5520 (ext. 2519)
(Local Government Entity)	(Unit/Department)	(Contact Person)	(Telephone Number)

890 W. Fourth Street, Suite 100	Mansfield	44906 Richland	
(Address)	(City)	(Zip Code) (County)	(Date Submitted 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.

(Signature of Responsible Official)

Treasurer/CFO

(Title)

419-774-5520 (ext. 2519)

(Telephone number)

To have this form returned to the Records Commission electronically, include an email address: miller.brenda@moesc.net

**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*

(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 destruction date  (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	RC-2 Approval Date			From	To		
General Correspondence (WebCheck)	903	7/12/2016	paper		1/1/2020	12/31/2020	4/1/2025	
General Correspondence (WebCheck)	903	7/12/2016	paper		1/1/2021	12/31/2021	4/1/2025	
General Correspondence (WebCheck)	903	7/12/2016	paper		1/1/2022	12/31/2022	4/1/2025	
General Correspondence (WebCheck)	903	7/12/2016	paper		1/1/2023	12/31/2023	4/1/2025	
Personnel Files (Short- Term Retention) - Substitute Teacher Applications	201	7/12/2016	paper		7/1/2017	6/30/2018	4/1/2025	
Vouchers, Invoices, Purchase Orders	616	7/12/2016	paper		7/1/2009	6/30/2014	4/1/2025	

Receipts issued for money received	638	7/12/2016	paper		7/1/2013	6/30/2020	4/1/2025	
Time Sheets	722	7/12/2016	paper		7/1/2010	6/30/2018	4/1/2025	
Foundation Distribution reports	607	7/12/2016	paper		7/1/2001	6/30/2011	4/1/2025	
General Correspondence (Fiscal office)	903	7/12/2016	paper		7/1/2020	6/30/2022	4/1/2025	
Bank Statements (Payroll)	726	7/12/2016	paper		7/1/2012	6/30/2020	4/1/2025	
Bank Statements (Other)	627	7/12/2016	paper		7/1/2012	6/30/2020	4/1/2025	
Personnel Files (Short-Term Retention)	201	7/12/2016	paper		7/1/2011	6/30/2017	4/1/2025	
EMIS Reports	816	7/12/2016	paper		7/1/1999	6/30/2016	4/1/2025	
Employee Handbooks	224	7/12/2016	paper		7/1/2012	6/30/2014	4/1/2025	
Annual Training Materials	222	7/12/2016	paper		7/1/2012	6/30/2014	4/1/2025	
Employee Insurance Bills/Statements	724	7/12/2016	paper		7/1/2005	6/30/2009	4/1/2025	